1800 INFORMATION MANAGEMENT SYSTEM REFERENCE MANUAL

EXXON OFFICE SYSTEMS

VYDEC DIVISION

1800 INFORMATION
MANAGEMENT SYSTEM
REFERENCE MANUAL
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(9/80)

PREFACE

This Reference Manual for the 1800 Information Management System covers all the capabilities of the Phase I and Phase II software. The Manual will help you operate your 1800 accurately and efficiently. It will also help you take full advantage of all the features available to you in your system.

The Manual is designed to be used with the 1800 INFORMATION MANAGEMENT INSTRUCTOR. A thorough understanding of the basic text-editing functions of the 1800 is necessary before trying to use the Phase I and Phase II software capabilities.

INTRODUCTION

This provides an overview of the 1800's Phase I and Phase II features and includes instructions for loading the Software, answering menus, and exiting and re-entering programs (toggling).

PHASE I

Section 1, GLOBAL SEARCH & REPLACE/DELETE, explains how to use this feature to search through any document to find any set of characters, and either replace them with another set of characters or delete them.

Section 2, RECORDS PROCESSING, explains how to automatically create lists of information. It also describes how to change or update these entries (called records).

Section 3, SELECTION BY CRITERIA, explains how to create a sublist (a smaller list) from the original list created in Records Processing. These sublists can be based on any common characteristics (criteria) that you have in the records on the original list.

Section 4, MARGINATION/REPAGINATION/PAGE NUMBERING, explains how the system can automatically marginate and repaginate. It includes the use of a Header/Footer Control Page to create Headers and Footers and put page numbers on both existing documents and those created using other 1800 capabilities.

Section 5, PARAGRAPH ASSEMBLY, explains how to make "boilerplate" paragraphs into records and assemble them in any order to create a new document. It also tells how you can add variables to these paragraph records.

Section 6, DOCUMENT ASSEMBLY & PRINT, explains how to request variables created in Records Processing and merge them with fixed text to fill in preprinted forms and create form letters, envelopes for mass mailings, and columnar text.

PHASE II

Section 1, SEARCH AND REPLACE, explains how to use this feature to search through any document to find any set of characters and either replace them with another set of characters or delete them.

Section 2, REPAGINATION, describes how to prepare text for repagination and how to create Headers and Footers and number pages while repaginating.

Section 3, WORD WRAP, explains how to enter text with set margins without having to Return at the end of a line. Text entered in Word Wrap will not need end-of-line hyphenation. Full words are brought to the beginning of the next line.

Section 4, DECIMAL TABBING, explains how to automatically align decimal points in a column when inputting text and how to enter flush-right columns of text.

Section 5, DECIMAL ALIGNMENT, describes how you can align previously keyboarded text on a decimal point and move an entire numeric column horizontally.

Section 6, MATHEMATICS FEATURE, describes how to total columns of numbers, how to multiply two columns and have the result appear in a third column, and how to perform algebraic calculations.

PHASE I/PHASE II REFERENCE DATA

This section includes Default Conditions for Phase I menu questions (Phase II Default Conditions appear with the menu on the screen), and Error Messages for programs in both Phases. It also includes separate sections for **SAVING/RECALLING** a completed menu, and the **GLOSSARY,** and is followed by the **INDEX.**

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INTRODUCTION

This section provides an overview of the Phase I and Phase II software available on the Vydec 1800. It includes a brief description of the packages and programs, loading the Software, the use of the disc drives, toggling between the Software and Word Processing mode, and entering and exiting Phase II features.

OVERVIEW

Software vs. Hardware

When the 1800 is first turned on, it operates on a fixed set of instructions which are "hardwired," or built into the equipment. To have additional capabilities, it needs some new instructions. These instructions, called "software" or "programs," are stored on "software diskettes" and must be "loaded" (read and stored) into the machine's memory.

Once a specific program is loaded, it is resident or stored in the system's memory. That is, it acts as part of the system until a different program is loaded or you turn off the machine.

Use of the Disc Drives

The Software diskette is always inserted into Disc Drive 1. Once the actual program is selected and loaded into memory, the Software diskette can be removed. (You will need to re-insert the Software diskette only if you want to change the program.) This means that Disc Drive 1 is then free for the disc with original text. Disc Drive 2 can be used for the output disc (the disc on which you will store the final records you create, the documents assembled for printing, etc.)

PHASE I

Software Packages

There are four programs available on the Phase I software. the capabilities of each are briefly described below.

RECORDS PROCESSING & SELECTION BY CRITERIA

This package gives the 1800 the ability to create and update "lists of records." A list is a collection of information about one subject, such as personnel list. Each individual entry in a list is called a record. A record can contain any information about the entry, such as address, phone number, salary, etc.

Once you have lists, you can use them to create sublists — smaller lists based on information in the complete list, using Selection by Criteria. For example, if you have a personnel list, you could create a sublist of all employees who were born in New York.

These lists and sublists can then be used in the Document Assembly operation to fill in variable information, such as names and addresses for letters.

DOCUMENT ASSEMBLY & PRINT

This package gives the 1800 the ability to construct documents from boilerplate paragraphs. Boilerplate paragraphs are unchanging paragraphs that can be assembled in any order to create a document.

The Document Assembly & Print package also enables you to do mass mailings and merge standard text with variables. The lists created in Records Processing are used to provide variable text, such as names and addresses, or product numbers, etc., to be merged with standard documents.

Document Assembly also allows automatic margination, repagination, page numbering, and insertion of Headers and Footers.

GLOBAL SEARCH & REPLACE/DELETE

This package gives the 1800 the ability to search through a document for particular characters, words, and phrases. These are called "strings." The system can search for up to 50 strings at the same time. The total number of characters for all strings may not exceed 4,000. The 1800 will then either replace the original string with new text or delete the original text.

LIST & INDEX CREATION

This package is needed to pre-format and index discs. The pre-formatting of discs makes list creation possible by reserving space for records. The indexing of discs makes it possible for the 1800 to find records within a list both quickly and accurately.

Loading Software

In order to use any of the 1800's Phase I capabilities, you must "load" the Software. This gives the system instructions on how to perform its functions.

There are two steps to loading Software. These procedures are described in more detail in each individual section.

1. Insert the Phase I Software diskette into Disc Drive 1, make sure Trace is *off*, and press CODE + RCALL.
   - This brings the Selection Program menu to the screen. This menu lists the four programs available in Phase I so you can choose the one you want.

2. Select the program by positioning the cursor next to the program number and pressing CODE + SHIFT + Escape (⏀).

You will be ready to start answering the menu for the program you selected. The program menu is a list of questions the machine needs to have answered for it to perform the specific operations for that software package.

Toggling

Once a specific program is loaded, it is "resident" or stored in the system's memory. That is, it acts as part of the system until a different program is loaded. You can at all times move back and forth between a selected program and the Word Processing mode. This is called "toggling" and is accomplished by pressing CODE + SHIFT + Escape (⏀).

EX: If the Global Search & Replace/Delete (GSR) program is on the screen, you can toggle directly into the Word Processing mode, work in that mode (performing all the basic text-editing functions), then toggle back into the GSR program.

Once a program has been loaded, pressing CODE + RCALL will bring the Selection Program menu back to the screen. This allows the loading of a different program.

EX: If you are using the GSR program and wish to use the Records Processing package, you need to perform another selection.

To do this, you must first bring the Selection Program menu to the screen by pressing CODE + RCALL. You can then select another program. In this case, Records Processing.

Again, once you are in Records Processing you can always toggle into Word Processing mode (CODE + SHIFT + Escape). However, if you want to use one of the other programs you must use CODE + RCALL to bring the Selection Program menu back to the screen.

Remember, Word Processing instructions are hardwired into the machine and can be used immediately when POWER is turned on.

However, software-loaded programs, such as the special packages available on the 1800, are cleared from the system's memory when POWER is turned off. Therefore, they must be reloaded whenever POWER is turned on.

Software Packages

Phase II contains two software packages. Each allows you to do several different functions for a total of six capabilities. The two software packages you can choose — Advanced Editing and Mathematics — and the features available in each are briefly described below.

ADVANCED EDITING

This package offers four new features: two new methods of entering data — Word Wrap and Automatic Decimal Tabbing — as well as Search and Replace/Delete, and Automatic Repagination.

- Search and Replace/Delete

  This feature gives you the ability to search through a document for particular characters, words, and phrases (these are called "strings" and may be up to 32 characters maximum). The 1800 will then either replace the original string with new text, or delete the original text.

- Repagination

  This feature is used to reformat an existing document into pages of a prescribed length (number of lines). In performing this function, the Repagination feature takes Headers and Footers into account, offers block protection, and recognizes forced page breaks. It is to be used with the Vydec Text Printer as it is not a printing function on the 1800.

- Word Wrap

  This feature allows the operator to input text without having to type a Return at the end of each line or to go into wraparound. Text is automatically marginated on the right-hand side as it is being keyboarded. Entering block-indented text is also made easier because the system creates the desired left and right margins and automatically enters Returns at the end of each line.

- Automatic Decimal Tabbing

  This feature enables the user to enter flush-right columns as well as columns that need to be aligned on a decimal point (period). It is the same as the Decimal Tabbing feature in the Mathematics Package.

MATHEMATICS PACKAGE

This software package provides several powerful tools for dealing with numbers. It can act as a four-function calculator (addition, subtraction, multiplication, division), as well as enable you to align previously keyboarded columns on a decimal point.

This package also includes the Automatic Decimal Tabbing feature available in the Advanced Editing Packaging.

- Automatic Decimal Tabbing

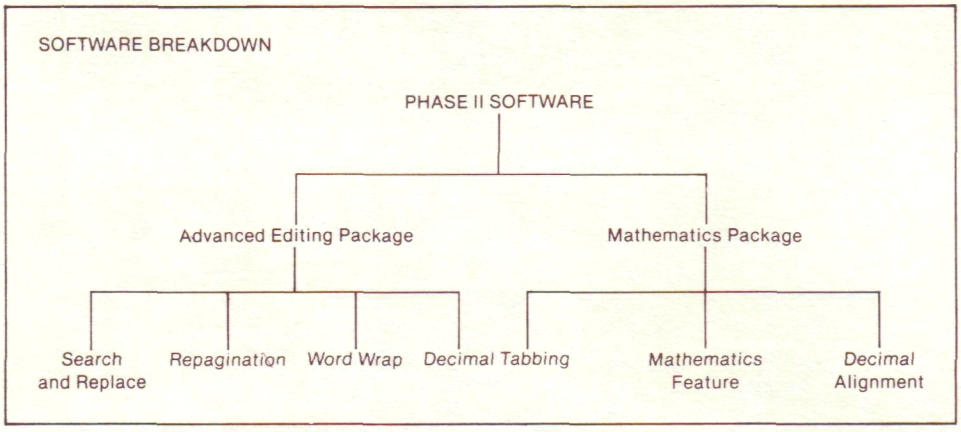
  This feature enables the user to enter flush-right columns as well as columns that need to be aligned on a decimal point (period). It is the same as the Decimal Tabbing feature in the Advanced Editing Package.

- Automatic Decimal Alignment

  This feature allows you to align previously keyboarded text on a decimal point location and to move a column of numbers horizontally.

- Mathematics Feature

  This feature enables you to do horizontal mathematical calculations, (multiplication, division, addition, and subtraction), and to add columns of numbers.



Loading Software

In order to use any of the 1800's Phase II programming capabilities, you must "load" the Software. This gives the system instructions on how to perform its functions.

The procedure for loading software and selecting the package you want is described in detail in each section of the manual. The following is an overview.

TO LOAD SOFTWARE

1. Insert the Phase II Program diskette in Disc Drive 1 and press CODE + RCALL.
   - This brings the Selective Loader Menu to the screen so you can choose the package you want. This menu is a list of the packages – Advanced Editing and Mathematics.
2. Select the Advanced Editing Package by just pressing RETURN or PAGE END.
   - The Advanced Editing Package menu will come to the screen. This menu is a list of the programs available in the package, allowing you to choose the one you want.
     - For Search and Replace, leave the number 1.
     - For Repagination, overstrike the 1 with the number 2.
     - For Word Wrap, overstrike the 1 with the number 3.
     - For Decimal Tabbing, overstrike the 1 with the number 4.

   or

3. Select the Mathematics package by overstriking the 1 with the number 2. Then press RETURN or PAGE END.
   - A one-line title (MATHEMATICS PACKAGE) will quickly move across the screen. As soon as this title disappears, you can use *all* the features of the Mathematics package. No further selection is needed.

Exiting and Re-entering the Program

Once a specific package or program is "loaded," it is "resident" in the system. That is, it acts as part of the system until a different package or program is loaded. You can at all times move back and forth between a selected package or program and the Word Processing mode. This is called "toggling." For the Phase II Software, toggling procedures are slightly different than for the Phase I Software. The following paragraphs describe the procedures.

TO EXIT ONE OF THE TWO PACKAGES (Advanced Editing or Mathematics)

1. Press the STOP button. You will then be in Word Processing mode.

TO EXIT A PROGRAM (Any of the Package Features)

1. Press the STOP button. You will then be in Word Processing mode.

TO RE-ENTER A PROGRAM

1. Press CODE + HOME (↖).

- If you were using Search and Replace, the Search and Replace menu will come to the screen.
- If you were using Repagination, the Repagination menu will come to the screen.
- If you were using Word Wrap, the format ruler will come to the screen.
- If you were using Decimal Tabbing, the one-line title (MATHEMATICS PACKAGE) will move across the screen.
- If you were using the Mathematics feature, the one-line title (MATHEMATICS PACKAGE) will move across the screen.
- If you were using Decimal Alignment, the one-line title (MATHEMATICS PACKAGE) will move across the screen.

TO RE-ENTER A PACKAGE (Advanced Editing or Mathematics)

1. Press CODE + SHIFT + Escape (◈).

- If you were in the Advanced Editing Package or any of its features, this will bring the Advanced Editing Package menu to the screen.
- If you were in the Mathematics Package or any of its features, this will bring the one-line title to the screen. (It will move across the screen and disappear.)

NOTE: There is no selection menu for the Mathematics Package. The one-line title serves to indicate that the Package and all of its features are loaded. Therefore, using either CODE + HOME or CODE + SHIFT + Escape makes it possible to re-enter the software and use any Mathematics Package feature.

TO ENTER A DIFFERENT PACKAGE

If you are using any of the Advanced Editing features and want to use a feature of the Mathematics Package, or vice versa, press CODE + RCALL. This brings the Selective Loader menu to the screen so you can select the package you want. Then, to use a feature of the Advanced Editing Package, you must answer the package menu.

Exiting and Re-entering the Software

CODE + RCALL	Phase II (Selective Loader Menu)
STOP button	Exit Package or Program
CODE + SHIFT + Escape	Re-enter Advanced Editing Package Mathematics Package Decimal Tabing Feature Mathematics Feature Decimal Alignment Feature
CODE + HOME	Re-enter Search and Replace Feature Repagination Feature Word-Wrap Feature Decimal Tabbing Feature Mathematics Feature Decimal Alignment Feature

SECTION 1
GLOBAL SEARCH & REPLACE/DELETE

This section explains how to use the Global Search & Replace/Delete (GSR) program to automatically update and/or correct errors such as misspellings and incorrect names or words wherever they occur in a document. It describes how to create a GSR Control Page and how to answer the GSR menu.

OVERVIEW

The Phase 1 Global Search & Replace/Delete program enables the Vydec 1800 to go through an entire document to find any occurrence of a specific "string" and automatically replace it with another string or simply delete it. A "string" is any combination of alphanumeric characters (number, letter, word, or phrase).

The system is given instructions as to which strings to search for and replace or delete by the Global Search & Replace/Delete (GSR) Control Page. This Page can contain from one (1) to fifty (50) Search & Replace/Delete strings. The entire text of the GSR Control Page (codes, search strings, and replace strings) cannot exceed 4,000 characters.

GENERAL STEPS

To Search for & Replace/Delete a String

	Part	Page
• Create a Global Search & Replace/Delete Control Page	A	2
• Load the Software/Select Global Search & Replace/Delete.	B	4
• Answer menu questions.	C	5

A. CREATING A CONTROL PAGE FOR GLOBAL SEARCH & REPLACE/DELETE

The Global Search & Replace/Delete (GSR) Control Page is a page used to tell the system which strings to search for. It also tells the system whether to delete or replace them. If you are replacing them, the GSR Control Page tells the machine what to replace the search strings with. This Page can contain as few as one (1) or as many as fifty (50) search strings and replace strings. The entire Page cannot exceed 4,000 characters.

If you will be using a separate output disc, the GSR Control Page must be stored on either the disc with the original document or the output disc.

If you are overstoring the original document or using tracks on the same disc for output, the GSR Control Page can be stored either on the disc with the document, or any other disc.

To Enter a Search & Replace Command

1. Work in Word Processing mode.
2. Begin with the cursor Home.
3. Type two percent signs (%%).
   - These symbols tell the system that this is the beginning of the Search string.

GLOBAL SEARCH & REPLACE
%%search string%%replace string%%
%%dog%%animal%%

4. Type the characters (text string) you want the system to search for.
   - Type the search string exactly as it appears in the document.
   - The system will search for it, even if it is part of a longer phrase.

   EX: If your search string said %%dog%%, the system would find it in "dogs" (plural) and "dog's" (possessive).

   NOTE: Think this through carefully. If your search string said %%15%%, the system would look for each occurrence of 15, as in the numbers 15, 150, 1150, etc.

5. Type two percent signs (%%) after the search string.
6. Type the characters you want to replace the original text with.
   - Type the replace string exactly as you want it to appear.

7. Type two percent signs (%%). These final two percent signs tell the system it is the end of the Search & Replace command.

   EX: %%dog%%animal%%. The system will search for the word "dog" and replace each occurrence with the word "animal."

8. Repeat steps 3-7 for each Search & Replace command.

   - If you are not using the Control Page to also instruct the system to search & *delete* any strings, the Control Page is complete.

9. Store the completed GSR Control Page on either the disc with the original text or the output disc you plan to use.

   - If you wish to enter Search & Delete command(s), continue on with the section below before storing the Page.

To Enter a Search & Delete Command

1. Work in Word Processing mode.
2. Begin with the cursor Home.
3. Type two percent signs (%%).

   - These symbols tell the system that this is the beginning of the Search operation.

4. Type the text string you want the system to search for and delete.

   NOTE: A word in text usually has a space before it and a space after it. In order not to have *two* spaces left in the text after the word has been deleted, you must include a space as part of the search string.

GLOBAL SEARCH & DELETE
%%search string%%%%
%%garden%%%%
%%field %%%%
SPACE

5. Type four percent signs (%%%%).

   - These symbols tell the system that this is the end of the search string and that there is no replacement string.

     EX: %%garden %%%%: The system will search for the word "garden" and delete it and the space after it from all text.

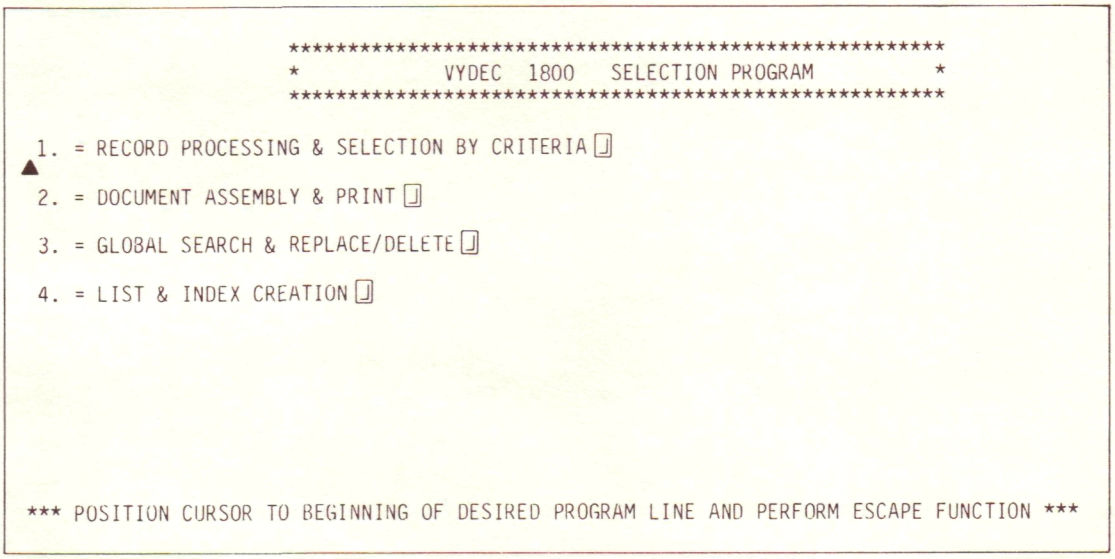
6. Repeat steps 3-6 for each Search & Delete command.
7. When you have entered all commands, store the completed GSR Control Page on either the disc with the original text or the output disc you plan to use.

To use the Global Search & Replace/Delete feature, the 1800 needs special instructions. These instructions, in the form of programs, are stored on Software/Program diskettes and must be "loaded" into the system.

1. Insert the 1800 Phase 1 Software diskette into Disc Drive 1.
2. Make sure Trace is *off.*
3. Hold down the CODE key and press RCALL once. Then release the CODE key.
   a. Several pages of characters (code) will flash on the screen as the instructions are loading.

   NOTE: If the program does not load and a symbol (∩) appears in the Home position, Trace was on. Press ROLL UP, turn Trace off, and press CODE + RCALL again.

   b. The Vydec 1800 Selection Program menu will appear so you can select your program.
   c. The cursor will automatically be positioned one space to the left of the number 1.



4. Make sure the cursor is positioned in the margin, pointing to the space to the left of the program number for GLOBAL SEARCH & REPLACE/DELETE.

5. To select and load the program, hold down CODE + SHIFT, then press Escape (◈) once. Release all keys.

   a. Several pages of characters (code) will flash on the screen. The instructions for the program are being stored in the machine's memory.

   b. The program title appears in the box at the top of the screen.

   c. The first menu question for the program appears on the screen.

   d. The cursor will be positioned after the first question, ready for your answer.

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**********************************************************
*     VYDEC 1800  GLOBAL SEARCH & REPLACE/DELETE         *
**********************************************************

1. ORIGINAL DOCUMENT(S) ON TRACKS ?▲
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C. ANSWERING THE MENU

To perform a Global Search & Replace/Delete function, you must answer the GSR menu. This gives the machine the additional information it needs about the location of your original document, GSR Control Page, starting output track, etc.

To perform the GSR operation, the system searches and corrects each page of the original document one at a time. If the replacement string is longer than the string being replaced, the length of *each page* of the document will be increased. So, if you overstore the original document and each page is lengthened, you may overstore subsequent pages of the original. If you are not sure how much each page will be increased, it is a good idea to use separate tracks for output.

There are several rules to follow when entering disc drive, file, and track locations.

1. There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

   EX: d2,b5

   NOTE: d1 identifies Disc Drive 1, the left-hand drive; d2 identifies Disc Drive 2, the right-hand drive.

2. If you are listing a *range* of tracks, separate the number with a hyphen.

   EX: d2,b5-8

   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper- or lowercase.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2,b5 = Disc Drive 2, File b, Track 5.
3 = Disc Drive 1, File a, Track 3.

The default condition for a question is given with the question.

If you will be using the GSR program frequently, you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions see SAVING/RECALLING THE MENU in the REFERENCE DATA section.

Do the steps below only after you have prepared a GSR Control Page (Part A), loaded the Software, and selected GLOBAL SEARCH & REPLACE/DELETE (Part B).

Operations

1. Remove the Software diskette.
2. Insert the disc with the original text in Disc Drive 1.
3. Insert output disc in Disc Drive 2 (unless overstoring on original tracks).
   - The GSR Control Page must be on either the disc with the original text or the output disc.
4. Answer the menu questions.

   1. ORIGINAL DOCUMENT(S) ON TRACKS ?

   a. Enter the drive, file, and track(s) for the original document you want to search.

   b. Press RETURN.

   Default Condition: System assumes Disc Drive 1, File a. If you just Return, system assumes the original document takes up the entire disc.

2. STARTING OUTPUT TRACK ?

a. Enter disc, file, and track where output will begin to store.

b. Press RETURN.

Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

NOTE: You can overstore on the original tracks. Remember, however, that if the replacement string is longer than the search string, the length of each page of the document will be increased. Be sure tracks following the original do not contain text you want to keep.

3. GSR CONTROL PAGE ?

a. Enter drive, file, and track where GSR Control Page is stored.

b. Press RETURN.

Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

4. EQUATE UPPER/LOWER CASE (YES OR NO) ?

a. Answer *y* for YES if you want the system to consider upper- and lowercase letters as identical.

EX: Vydec would be the same as VYDEC to the system. If you were deleting or replacing the word "new," for example, and you answered Yes, the system would search for and replace or delete the "New" in New Jersey or New York as well.

b. Answer *n* for NO if you want the system to search for the string exactly as you put it on the GSR Control Page.

c. Press RETURN.

Default Condition: None. If you just Return, an error message appears.

CHECK FOR OVERSTORE

a. Recheck menu answers to make sure you are not overstoring important text.

b. Press RETURN.

c. The following will happen:

   1) GSR Control Page will flash on the screen.

   2) Original document tracks will flash as the system searches through all the tracks.

   3) Text with replacement will begin storing on output disc.

   4) If output disc fills, system will tell operator to replace output disc with a new disc.

At end of operations, a message will show total number of replacements.

SECTION 2
RECORDS PROCESSING

This section explains how you can use the Records Processing operation to organize data about any subject and have it automatically formatted into a list by the system. It describes planning and setting up the Input Control Page and answering the program menu to create, update, change, or delete the entries in a list.

OVERVIEW

The Records Processing operation gives you the ability to set up information in such a way that the system can locate and use or update any part of that information quickly and easily.

The information is first arranged into lists. The sum total of all the lists you have is called a data base.

Each list is a collection of information about one subject. Examples of lists might be:

- All the names and addresses of the companies you do business with.
- All the people who work in your organization.

Lists are made up of records. For example, each record in a personnel list consists of all the data for an individual employee.

Records, in turn, are made up of specific items of information called fields. The fields within a personnel-list record, for example, may include such items as name, address, position, date of hire, etc.

An Input Control Page is used to tell the system the quantity, size, and arrangement of the fields to be used in each record.

Therefore, to create a list, you must first create an Input Control Page. The Input Control Page, together with your answers to the Records Processing menu allows the system to set up the original list and to add, change, or delete records from that list.

Once you have set up these lists of information, you can use them to create sublists — that is, smaller lists that are taken from a larger list. There are two ways to do this. One method is called Selective Duplication. This feature allows you to call for any records you want in any order, and store and/or print them, without changing the original list.

The other method of creating sublists is explained in Section 3, SELECTION BY CRITERIA.

The information in these lists and sublists can be used in the Document Assembly operation to prepare charts and tables and to fill in pre-printed forms and form letters.

DATA BASE COMPONENTS
(Sample Records)

DATA BASE

RECORD FIELD
NAME // ADDRESS // TEL # //

LIST

RECORD
NAME // ADDRESS // TEL # //

RECORD
NAME // ADDRESS // TEL # //

RECORD
NAME // ADDRESS // TEL # //

RECORD FIELD
COMPANY // ADDRESS // PRODUCT //

LIST

RECORD
COMPANY // ADDRESS // PRODUCT //

RECORD
COMPANY // ADDRESS // PRODUCT //

RECORD
COMPANY // ADDRESS // PRODUCT //

RECORD FIELD
PRODUCT # // VENDOR // DATE ACQUIRED //

LIST

RECORD
PRODUCT # // VENDOR // DATE ACQUIRED //

RECORD
PRODUCT # // VENDOR // DATE ACQUIRED //

RECORD
PRODUCT # // VENDOR // DATE ACQUIRED //

The tasks you might perform using the Records Processing package have been broken down into simple steps. To perform the specific functions, go to the parts indicated below in the order they are given. As you complete each step, refer to this index to find the next step.

To Create a New List

	Part	Page
• Plan the Input Control Page.	A	4
• Create an Input Control Page.	B	10
• Load Software/Select List & Index Creation.	C	15
• Pre-format tracks/disc.	D	16
• Index the pre-formatted tracks/disc.	E	20
• Load Software/Select Records Processing.	C	15
• Answer the menu.	F	22
• Create records using the Input Control Page.	G	24

To Update or Delete Records in a List

• Load Software/Select Records Processing.	C	15
• Answer the menu.	F	22
• Update or delete records by using the Input Control Page.	H	26

To Create a Sublist by Selective Duplication

• Load Software/Select Records Processing.	C	15
• Answer the menu.	F	22
• Create a sublist using the Input Control Page.	I	28

A. PLANNING THE INPUT CONTROL PAGE

The first step in creating a list is creating individual records. (There will be one record for each entry.) The first step in creating records is creating an Input Control Page. The Input Control Page controls the format of the information you put in each record. This will make it easy to input records later. Before you can create an Input Control Page, you must plan it carefully. The following steps are an introduction to planning an Input Control Page. In fact, they are also an introduction to the uses of Records Processing: both *why* you are processing and *what* you are processing.

Analysis of Forms and Applications

The first step is to look closely at the kind of information you are gathering and how you are going to use it. You might, for example:

1. Look at all the employee forms you now use.
2. Make a list of all the information required on those forms.

Often, one entry (such as employee name) will be the same on each form. Some of the forms, however, might require special information that will not be used anywhere else.

EX: A travel expense form might need a driver's license number, or an insurance form might need a policy number.

All the pieces of information can be put into one record. Each individual piece of information (name, address, telephone number, etc.) becomes one field in the record. You can later use only the information you need by creating a Select Control Page or by requesting specific fields to be used as variables with the Document Assembly program. (See Section 3, SELECTION BY CRITERIA.)

The number of fields you include in each record, as well as the types of fields you use, depend on the forms you use, the applications you run, the type of output you need, etc.

There can be as few as one (1) or as many as fifty (50) fields per record.

Selecting Record Keys

In order for the system to first store the records and later locate them for updating or for use in the Document Assembly operation, you must give each record a "name." This record name, called a Record Key, is entered on the Input Control Page when the record is created.

The Record Key can be from 1 to 64 characters in length and consist of any combination of numbers, letters, or symbols except spaces, exclamation points (!), and ampersands (&).

Since each record is one part of an over-all list, it is recommended that the Record Keys relate in some way either to the list itself or to the part of the list covered by the record. For example, if the record is part of an employee list, you might use the employee's identification number or social security number for the Record Key. This method will make it easier for you to select specific records when you are creating sublists or using the stored information in the Document Assembly operation.

Of course, you may also assign sequential numbers or any alphanumeric code you desire. In most cases, the selection of Record Keys will depend on how you will make use of the list.

Regardless of how you decide to identify the records, the Record Keys for each of the records in a given list must contain the same number of characters.

Types of Fields

Each item of information in a record is a called a field. There are four types of fields: variable, exact, fixed, and protected. The kind of field you create depends on how the fields will be used. Guidelines for deciding on which type of field to use are included in the following paragraphs that describe each kind of field in detail.

On the Input Control Page, slash marks (//) are used to define the type and length of each field. All fields *begin* with two slash marks. Exact and fixed fields end with two slash marks. (The end slash marks of exact fields are brightened; for fixed fields they are not brightened.) Variable, fixed, or exact fields become protected fields when the beginning slash marks are brightened.

Although fixed and exact fields are defined by two slashes at the beginning and at the end, when the record is stored, the system inserts only one set of slash marks between the items of information. These tell the system where a field has ended.

EX:

Input Control Page

01. Name. . .// John Smith
02. Address. . .// 333 Cherry Lane. . . .//
03. City. . .// Decatur,. . . .//
04. State. . .// IL//

Stored Record

John Smith//333 Cherry Lane//Decatur,//IL//

VARIABLE FIELDS

Variable fields have no exact limit for the number of characters they contain. A variable field prints exactly what you enter on your Input Control Page. There will be no spaces after the text when it is stored or printed.

Use variable fields when:

- You do not know how long the text in a field will be (as with names, for example).
- You do not want extra spaces to print in the text (such as when merging variables into a document or using other marginated text).

A variable field begins with 2 unbrightened slash marks (//). It has no end slash marks.

EX: 05. Supplier's name //.....

EXACT FIELDS

Exact fields always produce the same number of spaces as are set up on the Input Control Page. These spaces are stored in the record and print with any output, even if there are no characters to occupy the spaces. The system will not accept more characters than there are spaces in the field. It will accept fewer characters than there are spaces.

EX: If the Input Control Page has 25 spaces for the name, and the name used only has 10 characters, there will be an extra 15 spaces after the name when it is stored or printed.

John Smith.....

Use exact fields when you need to fill an exact space, such as for

- Columnar printing, or
- Pre-printed forms.

An exact field begins with 2 unbrightened slash marks (//). It includes the exact number of spaces needed. It ends with 2 brightened slash marks (//).

EX: 07. ZIP code //.....//

FIXED FIELDS

Fixed fields limit the number of spaces in the field. The system will not accept more characters than there are spaces. However, the system will accept fewer characters than there are spaces in the field. There will be no extra spaces after the text when it is stored or printed.

TYPES OF FIELDS

VARIABLE:	//
EXACT:	//.....//
FIXED:	.....//
PROTECTED:	//

(You can protect any field by brightening the first two slashes.)

Use fixed fields when:

- You know the maximum length needed for a field.
- You do not want extra spaces to print in the text (such as when merging variables into a document or using other marginated text).

A fixed field begins with 2 unbrightened slash marks (//). It includes the maximum number of spaces needed, and ends with 2 unbrightened slash marks (//).

EX: 06. Part number //. . . . . //

This field has 10 spaces. Therefore, the part number may have 10 digits or character or less. If it has less, extra spaces will not show when printed.

A fixed field is useful when you want to keep a check on yourself. When you want to enter a part number, for example, you can make sure that you do not accidentally add an extra digit. It is also useful in helping you keep track of the number of characters in a record.

PROTECTED FIELDS

Protected fields begin with 2 brightened slash marks (//). The system will skip past those fields when you are creating or updating records. Any of the above fields (variable, fixed, exact) can be protected by inserting 2 brightened slashes (//) at the beginning of the field.

EX:

1. Variable protected field //
2. Exact protected field // . . . . . //
3. Fixed protected field // . . . . . //

Use protected fields:

- When you do not want the information in the field to be changed (such as an employee number).
- To insert "empty" fields at the end of the Input Control Page to allow for future additions to the record.
- Until you are ready to add information (at which time you can "unprotect" these fields). The cursor will skip past these fields.

NOTE: Always leave room for future additions to the record by adding a minimum of 5 to as many as 50% more than the number of fields being used.

Number and Contents of Fields in a Record

A record can have from one (1) field to fifty (50) fields of information. In planning an Input Control Page, you must decide how many fields you need. This is important because you need to guarantee that enough space is reserved for the information you plan to input. How you will use the information also determines how *much* information you put into one field, and whether data should be grouped together (such as address: street, city, state, ZIP), or whether each item should be in a separate field.

EX: These show how the fields would look in the stored record.

1. John Smith//

   This field can only be used as it is: John Smith. You cannot take the first name or the last name separately (Dear John or Dear Mr. Smith). To use the first name and the last name separately, you would have to list each as a separate field.

   John//Smith//

   Remember that if you also need to use the first and last name together (John Smith), you can always combine the two from different fields. However, if they are in a field together, you will not be able to separate them.

2. Pilgrim, MA 21000//

   To get the most use from this address you might set up three fields:

   Pilgrim,//MA//21000//

   NOTE: Remember to put all punctuation into the field.

3. 05-14-74//

   If you wanted a sublist of all the records that contained this exact date, you could get it with this field. If you wanted all the records that contained the year 1974, however, you could not get it with this field. Instead, you would need to have the parts of the date in three fields:

   05-//14-//74//

Length of Exact and Fixed Fields

A field should be as short as possible. For example, if you need to print names onto three different forms, you would count the number of characters that would fit onto each form. The form that takes the *fewest* characters for the name could determine the *maximum* number of characters for that field.

EX: If the 3 lines below represent parts of the only three forms on which you enter employee names, how many spaces would you include in the name field?

NAME. .(20 characters). . .

Employee Name. . . . .(30 characters). . . . . .

Name. . . . .(24 characters). . . .

If you only used these three forms, you would leave space for 20 characters in the name field. That's because 20 is the *smallest* number of characters used on your forms. The name *must* fit into a space that measures 20 characters.

Placing a Record Key in a Field

For many applications, it is important to have the Record Key stored as a field. It is not critical which field the Record Key is stored in. However, for ease of proofing records, it is simplest to place the Record Key in the first field.

Record Size – Planning for Growth

It is always possible that more fields may be needed at a later date, so it is a good idea to build room for growth into the Input Control Page. To do this:

1. Add the total number of spaces in all the fields you already have. This is the actual record size.
2. Add up to 50% extra space to the record.

   EX: If the actual record size is 500 characters, plan the record to be 750 characters.

3. Add protected fields to the end of the Input Control Page (from a minimum of 5 fields up to 50% more). These protected fields will then be ready for future needs, at which time you can use them as variable, fixed, or exact fields.

   EX: If you have 6 fields for current information, you might add 3 more for future use.

   01. Name //
   02. Address //. . . . . .//
   03. City, State //. . . . . .//
   04. ZIP //. . . . . //
   05. Phone //. . .-. . .-. . . . //
   06. Employee number //. . . . . //
   07. Future use //
   08. Future use //
   09. Future use //

Number of Tracks/Discs for a List

When planning the number of tracks or discs you will need for a list, remember to consider:

1. The number of records in the list,
2. The number of characters per record, and
3. The number of slash marks used to define the fields.
   - Each slash mark counts as one character.
   - The system automatically adds the correct number of slash marks; you do not have to count them in determining record size, merely allow for them.

Each track has space for approximately 4,000 characters. Each disc has space for approximately 233,000 characters. Since Tracks a1 through a4 are usually reserved for the Input Control Page and Select Control Pages, and Tracks b1-3 are reserved for the index, there are 53 tracks per disc available for your list. If each record contains 500 characters, you can generally figure on approximately 6 records to a track, or about 320 per disc. (This takes into account the space needed for slash marks.)

B. CREATING AN INPUT CONTROL PAGE

The Input Control Page must be used to create records or to update records that already exist. It ensures that records will be formatted properly.

The Input Control Page consists of three basic sections. Each section is a request for information from the operator. They are called Request 1 (R&1), Request 2 (R&2), and Request 3 (R&3).

These Requests will be answered when you create or update the actual record (fill in the Input Control Page).

Never attempt to update records directly by modifying the actual record text. Always use the Input Control Page.

Always store the Input Control Page on Track a1 of the disc you plan to use for the list.

Operations

1. Insert a blank disc in either drive to store the Input Control Page.
2. Work in Word Processing mode.
3. Send the cursor Home.
4. Press RETURN at least 3 times to leave 3 blank lines at the top of the Input Control Page. This leaves room for the message block which comes to the screen during actual entry and update/delete of records.
5. Keyboard the Requests.

   a. Request 1

      When answered, Request 1 determines how you will use the Input Control Page: to work on an original list, to create a sublist by Selective Duplication, or to end the procedure.

      Keyboard the text below just as you see it.

      R&1 //

      1 = Original List
      2 = Selective Duplication
      3 = End the Procedure

      The explanation following the numbers are operator prompts so you can remember what each number stands for. Exact spacing and wording are not critical. (See samples for other formats.)

   b. Request 2

      The answer to Request 2 is the Record Key for the record you want to create, update, or delete. When you are creating the Input Control Page, simply keyboard the following just as you see it.

      R&2 Record Key //

      Skip a line, then number and describe each field, starting with field 01. You may have up to 50 fields in a record. The Request 2 section should look like the following sample.

      R&2 Record Key //

      01. Operator prompt //
      02. Operator prompt //
      03. Operator prompt //
      04. Operator prompt //
      05. Operator prompt //
      06. Operator prompt //
      07. Operator prompt //

Continue for as many fields as there are in the record. Remember to add protected fields for future use. It is recommended that you add a minimum of 5 and up to 50% more protected fields.

- Each field number must have 2 digits. They must be in sequence and *must* be followed by a period (01.-50.).
- Enter an operator prompt to define the information the field will contain (such as full name, first name, last name, address, employee number, etc.). These are only reminders to the operator and have no effect on the records or the Input Control Page.
- Keyboard slashes and spaces for the type of field you want. The exact position of the first two slash marks is not critical. In fact, for a neat appearance, you might want to set a Tab so they will all line up. Remember, however, that each field (and its information) must fit on one line. Also, make sure there are at least 3 blank spaces between the prompt and the beginning slash marks, so Selection by Criteria search codes can be put in later to create sublists. (See Section 4, SELECTION BY CRITERIA.)

- For Variable Fields:

  1) Keyboard 2 unbrightened slash marks (//).

- For Exact Fields:

  1) Keyboard 2 unbrightened slash marks (//).

  2) Keyboard exact number of spaces in the field (use Space bar).

  3) Keyboard 2 brightened slash marks (//).

- For Fixed Fields:

  1) Keyboard 2 unbrightened slash marks (//).

  2) Keyboard maximum number of spaces in the field (use Space bar).

  3) Keyboard 2 unbrightened slash marks (//).

- For Protected Fields:

  1) Keyboard 2 brightened slash marks (//).

     - Protected fields can be used as variable fields, fixed fields, or exact fields.

b. Request 3

The answer to Request 3 will tell the system what to do with the record.

Keyboard the text below just as you see it.

R&3 //

u = Update
i = Ignore
d = Delete
RETURN = Store

NOTE: You must press RETURN twice after R&3 // to create a blank line above the operator prompts.

As with Request 1, exact spacing and terminology for operator prompts are not critical (See samples for other formats.)

INPUT CONTROL PAGE (SAMPLE 1)

```
R&1  //


      1 = Create or update list
      2 = Create Sublist
      3 = End Procedure


R&2 // Record Key Identifier


01. Employee last name          //
02. Employee first name         //
03. Employee middle initial     // //
04. Street address              //                          //
05. City                        //                  //
06. State                       //  //
07. ZIP Code                    //    //
08. Home telephone number       //          //
09. Employee number             //    //
10. Department                  //                //
11. Date Hired                  //        //
12. Future                      //
13. Future                      //
14. Future                      //
15. Future                      //
16. Future                      //


R&3 //


      U = Update
      I = Ignore
      D = Delete
 RETURN = Store
```

6. Proofread and store the Input Control Page.

NOTE: It is recommended that the Input Control Page be stored on File a, Track 1 of the disc with the list of the pre-formatted tracks. (See Part D.) If the list takes up more than one disc, put the Input Control Page on Track a1 of each disc.

INPUT CONTROL PAGE (SAMPLE 2)

```
R&1 //

       1 = ORIGINAL LIST
       2 = SELECTIVE DUPLICATION
       3 = END OR TERMINATE THE PROCEDURE


R&2  RECORD KEY IDENTIFIER   //

01. PUBLICATION NAME   //
02. STREET ADDRESS   //
03. CITY, STATE, ZIP   //
04. CITY   //              //
05. STATE   //  //
06. ZIP   //     //
07. ATTENTION  A. NAME   //                          //
08.            B. TITLE   //                 //
09. AREA CODE   //   //
10. TELEPHONE #   //      //
11. PUBLISHER   //             //
12. SUBJECT   //           //
13. RECORD KEY   //   //
14. FIRST NAME   //
15. FUTURE //
16. FUTURE //
17. FUTURE //
18. FUTURE //
19. FUTURE //
20. FUTURE //


R&3 //

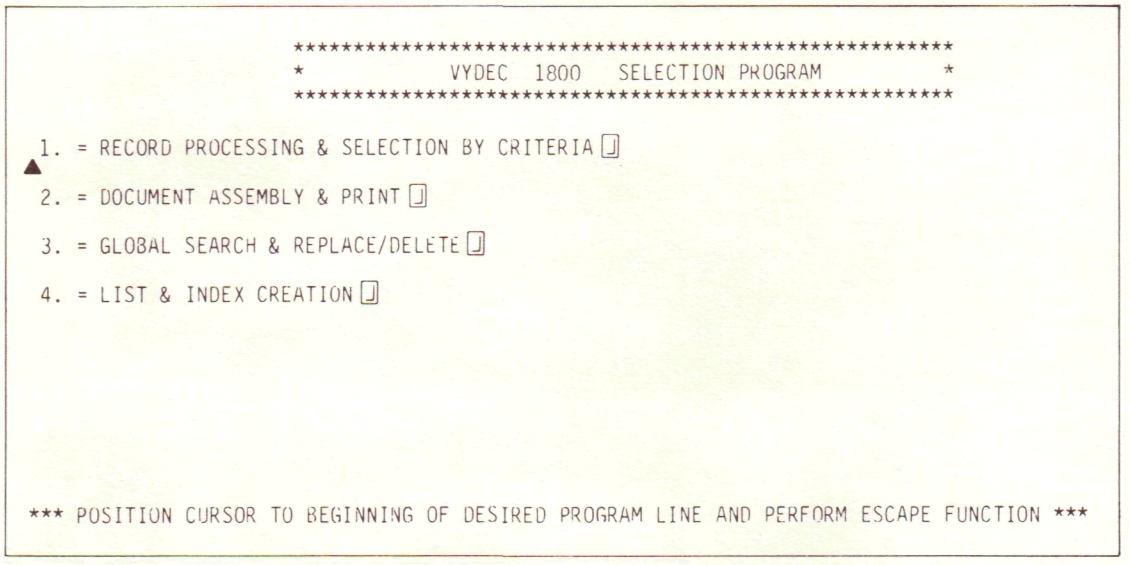

        u = update
        i = ignore
        d = delete
        RETURN = to store
```

To use its Software features, the 1800 needs special instructions. These instructions, in the form of programs, are stored on Software/Program diskettes and must be "loaded" into the system.

1. Insert the 1800 Phase I Software diskette into Disc Drive 1.
2. Make sure Trace is *off.*
3. Hold down the CODE key and press RCALL once. Then release the CODE key.
   a. Several pages of characters (code) will flash on the screen to show that the instructions are loading.

   NOTE: If the program does not load and a symbol (∩) appears in the Home position, Trace was on. Press ROLL UP, turn Trace off, and press CODE + RCALL again.

   b. The Vydec 1800 Selection Program menu will appear so you can select your program.
   c. The cursor will automatically be positioned one space to the left of the number 1.



4. Make sure the cursor is positioned in the margin, pointing to the space to the left of the program number for the program you want.

5. To select and load the program, hold down CODE + SHIFT, then press Escape [◇] once. Release all keys.

   a. Several pages of characters (code) will flash on the screen. The instructions for the selected program are being stored in the machine's memory.

   b The program title appears in the box at the top of the screen.

   c. The first menu question for the selected program appears on the screen.

   d. The cursor will be positioned after the first question, ready for your answer.

D. FORMATTING A DISC OR TRACKS FOR LIST CREATION

Before records can be stored, the tracks you will be using must be pre-formatted. The pre-formatting procedure actually creates "blank" records that match the format of the Input Control Page. Just as you need the Input Control Page to fill in the information, you need the "blank" records on the disc to accept the information.

The number of tracks to be pre-formatted depends on the length and number of records you have.

Remember that a track can hold 4,000 characters. Therefore, the total number of characters for the information in the record *plus* the slash marks cannot be more than 4,000. The system automatically adds the correct number of slash marks for all fields. On an average, if each record contained 500 characters, you could fit about 6 records on a track. So, if you had, say, 60 500-character records, you would need approximately 10 tracks.

You should create the Input Control Page before formatting a disc because the answer to some of the menu questions are based on how you set up the Input Control Page.

You should also decide what you will use for Record Keys before pre-formatting the tracks. The length of the Record Key is entered as an answer to one of the menu questions. Remember that the Record Keys:

- Can consist of from 1 to 64 alphanumeric characters except for spaces, exclamation points (!), or ampersands (&);
- Should relate to the subject of the list or to the part of the list covered by the record; and
- Must be the same length for each record in a given list. For example, if you use a numbering code and plan to have 1,000 records, you must have at least four digits in the Record Key (0001, 0002. . .0998, 0999, 1000).

There are several rules to follow when entering disc drive, file, and track locations.

1. There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

   EX: d2,b5

2. If you are listing a range of tracks, separate the numbers with a hyphen.

   EX: d2,b5-8

   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper- or lowercase.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2,b5 = Disc Drive 2, File b, Track 5.
3 = Disc Drive 1, File a, Track 3.

The default condition for a question is given with the question.

If you will be creating a number of lists (therefore, pre-formatting a number of tracks), you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions see SAVING/RECALLING THE MENU in the REFERENCE DATA section.

Do the steps below only after you have created an Input Control Page (Part B), loaded the Software, and selected LIST & INDEX CREATION (Part C).

Operations

1. Insert a disc for your records in a disc drive. This should be the same disc the Input Control Page is on.
2. Answer the menu.

   1. INDEX (1) OR LIST (2) CREATION ?

   a. Enter 2. (List creation refers to the pre-formatting operation.)

   b. Press RETURN.

   Default Condition: None. If you just Return, an error message appears.

2. TRACKS TO BE FORMATTED ?

a. Enter the drive, file, and track(s) you want pre-formatted.

- Track a1 should have the Input Control Page on it.
- Tracks b1-3 are automatically used for the index. Any text on these tracks will be overstored.
- Tracks a2-4 should be reserved for Select Control Pages.

b. Press RETURN.

Default Condition: The system assumes Disc Drive 1, File a. If you just Return, an error message appears.

3. KEY LENGTH (1-64) ?

a. Enter the length of the Record Key you plan to use.

EX: Entering the number 5 means you will use five alphanumeric characters in your Record Key.

b. Press RETURN.

Default Condition: None. If you just Return, an error message appears.

4. RECORD LENGTH (1-4000) ?

a. Enter the number of characters you will have in your longest record.

EX: 500

b. Press RETURN.

NOTE: Do *not* count field slash marks; the 1800 will add the number of slash marks automatically.

Default Condition: None. If you just Return, an error message appears.

5. NUMBER OF FIELDS (1-50) ?

a. Enter the maximum number of fields in any record. This includes the extra protected fields you added to the end of the record.

EX: If you have 10 fields plus 5 extra protected fields, enter 15 as your answer. (The system multiplies this number by 2 to find the number of slash marks. It automatically adds that number to record size.)

b. Press RETURN to begin the automatic pre-formatting of tracks.

Default Condition: None. If you just Return, an error message appears.

c. The following things will happen:

1) The system automatically formats the tracks you selected in Question 2.

2) The formatted tracks flash on the screen.

3) The formatted tracks are stored in wraparound.

4) The LIST & INDEX menu reappears when all selected tracks are formatted.

At this point you may either pre-format other tracks or index the tracks you have just pre-formatted (see Part E, Indexing a List).

SAMPLE OF FORMATTED TRACK



NOTE:

- The ! is the Record Key Identifier. It tells the system that the characters following it are a Record Key.
- The &&& following the ! indicate that the Record Keys for this list will have 3 characters.
- The trace marks show how much space (number of characters) is reserved for each record.

E. INDEXING A LIST

An index consists of all the Record Keys and track locations of all records in a list. When creating new records, the system searches the index to see whether there is already a record with the Record Key you want to use. Even when beginning a new list, there must be an index for the system to search. Indexing the pre-formatted disc creates an index with "blank" Record Keys for the system to search.

When updating, deleting, or selectively duplicating existing records, the system searches the index to find the exact records you want.

The index makes checking Record Keys and locating records very efficient because the system does not have to read through the entire list of records – only the index.

The index is always stored on Tracks b1-3. Therefore, never store text on those tracks, or it will automatically be overstored when an index is created.

For an overview of Default Conditions and when to Save/Recall a menu, see Part D.

Operations

1. If you have just completed pre-formatting a disc, the LIST & INDEX CREATION program menu should be on the screen.
2. If you have not been using a program and the Software is not loaded:
   a. Load the Software (CODE + RCALL).
   b. Select LIST & INDEX CREATION (CODE + SHIFT + Escape [◈]). (See Part C for complete directions.)
   c. The program menu appears on the screen.
3. Insert the pre-formatted disc in Disc Drive 2.
4. Answer the menu.

   1. INDEX (1) OR LIST (2) CREATION ?

   a. Enter 1 to create an index.

   b. Press RETURN.

   Default Condition: None. If you just Return, an error message appears.

   2. TRACKS TO BE INDEXED ?

   a. Enter the drive, file, and track(s) you want indexed.

   b. Press RETURN to begin the automatic indexing of the tracks listed.

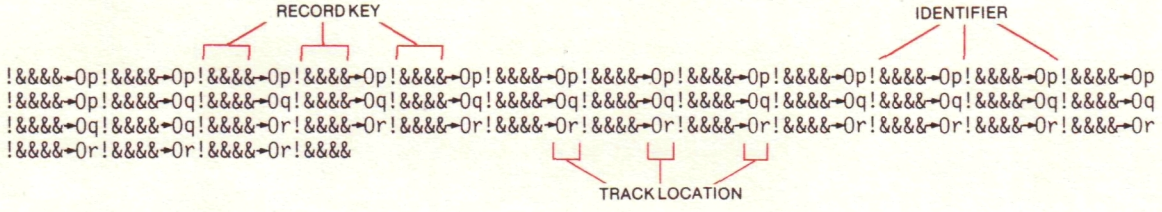
   Default Condition: The system assumes Disc Drive 1, File a. If you just Return, an error message appears.

5. The system reads the pre-formatted tracks and creates an index of them.
   a. The pre-formatted tracks and the index itself will alternately flash on the screen.
   b. The index begins on File b, Track 1. It will continue through Track 3 if needed.

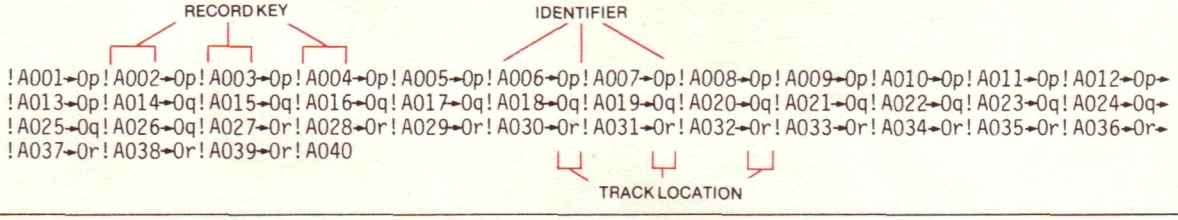
6. When the index is complete:
   - The Drive 2 TRACK window will show File b, Track 4.
   - The message "END of RPP" (Records Processing Program) appears on the screen.

7. To enter records on your indexed, pre-formatted disc, use a prestored Input Control Page. (See Creating an Input Control Page, Part B.)

SAMPLE INDEX (PRE-FORMATTED DISC)



SAMPLE INDEX (DISC WITH STORED RECORD)



To use the Records Processing program to create, update, delete, or create a sublist of records, you must have an Input Control Page (see Part B). The Input Control Page automatically formats new records. All you do is fill in the blanks. The 1800 automatically places all coding in the record.

If creating new records, you must have pre-formatted (Part D) and indexed (Part E) a disc using LIST & INDEX CREATION. For updating or deleting records or creating a sublist, you must, of course, have an indexed list of records.

The menu is the same for all Records Processing operations. Once you have completed the menu, you must answer the Requests on the Input Control Page. These answers will determine what the system does with the information. When you have answered the menu, if you want to:

- Create records, see Part G.
- Update or delete records, see Part H.
- Create a sublist by Selective Duplication, see Part I.

To use the Records Processing Program you must have loaded the Software and selected RECORDS PROCESSING.

For an overview of Default Conditions and when to Save/Recall a menu, see Part D.

Operations

1. Put the formatted, indexed disc into Disc Drive 1.
2. Insert a blank disc in Disc Drive 2.
   - This will be an "audit," or output, disc.
   - It will make an exact copy of everything you enter on the original list.
3. Answer the menu.
   1. **LIST (SELECTION BY CRITERIA) ?**
      a. When entering new records or updating records, just press RETURN.

      Default Condition: If you just Return, system assumes list creation.

2. INDEX (DRIVE 1 OR 2) ?

a. The index is on the disc in Drive 1, so enter numeral 1.

b. Press RETURN.

Default Condition: None. If you just Return, an error message appears.

3. INPUT/SELECT CONTROL PAGES ?

a. Enter the drive, file, and track of the Input Control Page. (It should be on a1.)

b. Press RETURN.

Default Condition: The Sytem assumes Disc Drive 1, File a. If you just Return, an error message appears.

4. PAGE PAUSE (YES OR NO) ?

NOTE: Page Pause stops the printer at the end of a page so you can insert a new sheet of paper. There is no printout because new records are stored in wraparound and will not print.

a. Enter *n* for NO.

b. Press RETURN.

Default Condition: The system assumes NO if you just Return.

(See Part I in this Section and Section 5, DOCUMENT ASSEMBLY & PRINT, for information about printing records.)

5. PRINT (P), STORE (S), OR BOTH (B) ?

a. Enter *s* for STORE because there is no printout.

b. Press RETURN.

Default Condition: None. If you just Return, an error message appears.

6. STARTING OUTPUT TRACK ?

a. Enter disc, file, and track where sublist will *begin.* The system automatically creates this sublist to allow you to check the records that you create or update. Select any available track on either disc, making sure that there are sufficient tracks following it that can be used for this sublist.

b. Press RETURN.

Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

7. CHECK FOR OVERSTORE, FRONT PANEL SETTINGS AND RIBBON

a. Check menu answers, front panel settings, and ribbon.

b. Press RETURN.

c. The following things will happen:

- The Input Control Page will flash on the screen.
- The Index will flash on the screen.
- A pre-formatted track will flash on the screen.
- The Input Control Page will come to the screen.
- The message "O.K." displays in the box at the top of the screen.
- The cursor moves to the space following R&1//.

You are now ready to answer Request 1 (R&1) to either create or update/delete records. (See Part G for Creating Records or Part H for Updating Records.)

G. CREATING RECORDS USING AN INPUT CONTROL PAGE

Using the Input Control Page and the Records Processing program ensures that all records are automatically formatted and indexed correctly.

At this point, you should have pre formatted and indexed a disc using the Input Control Page, and answered the Records Processing program menu. You should also have decided what your Record Keys will consist of.

You are now ready to answer the Requests on the Input Control Page that tell the system to create new records with the data you input.

1. Answer Request 1 (R&1).

   a. Enter number 1 after the slash marks to create a list.

   b. Press RETURN.

2. Answer Request 2 (R&2).

   a. Enter Record Key.

   NOTE: Record Keys do not have to be entered in order.

b. Press RETURN.

- The system searches the index looking for the Record Key.
- If this record does not exist yet, the system displays the message "RECORD KEY NOT ON MASTER TRACKS/NEW ENTRY."
- The Input Control Page displays on the screen.
- The cursor moves to the first field in the Input Control Page.

c. Input the data for each field and press RETURN.

NOTE: Always use RETURN key to move the cursor from one field to the next. Do *not* use Cursor Direction keys.

- The system is designed to keep track of Returns. It doesn't know where the cursor is when you use Cursor Direction keys.
- If you move the cursor to a previous field with Direction keys to make a correction, use Direction keys to move it back to the field you were about to fill in before you made the correction.
- Do not use CHAR ENTER or CHAR OUT for corrections. These will destroy the length of the field. Use overstrike only.

d. The cursor moves to the next valid field.

e. After data is entered for each field, the cursor moves to R&3//.

3. Answer Request 3 (R&3).

a. Press RETURN to store the input.

- The index displays briefly.
- The Record Key is inserted in the index.
- The track with the record displays briefly.
- The record is stored in wraparound.
- The Input Control Page returns to screen.
- The cursor is at R&2// for the next Record Key selection.

NOTE: The other options – *u*, *i*, or *d* – would let you *u*pdate the record, *i*gnore your entries, or *d*elete the record from the list.

4. When all records have been created and stored, end the procedure.

   a. Use Cursor Direction keys to move the cursor to the space after R&1//.

   b. Overstrike number 1 with number 3.

   c. Press RETURN.

      - The output, or "audit," disc copies new and updated records. (Output disc also copies automatically when you fill an entire track.)

COMPLETED RECORDS:

```
!A001
Smith//James//M.//25 Oak St.//Meadowlark,//JE//22222//476 555-9876//12345//Personnel//10/04/76//
//////////
!A002
Roland//Alberta//J.//3524 Westbeth Lane//Orangeville,//JE//23421//476 444-9385//12346//Marketin
g//10/14/76//////////
!A003
Potts//Ray//N.//6 N. 2 St.//Megan,//JE//22496//476 421-0756//12347//Traffic//11/30/76//////////
//
!&&&&

!&&&&

!&&&&

!&&&&

!&&&&
```

H. UPDATING/DELETING RECORDS USING AN INPUT CONTROL PAGE

The Records Processing program allows you to revise (update) any of the information in your records or delete a record in a list completely. Using the Input Control Page and the program ensures that the format for all records stays the same when you update, and that the index is corrected when you delete a record.

To begin actual updating or deleting, you must have answered the Records Processing program menu questions. If you have, you are now ready to answer the Requests on the Input Control Page.

Operations

1. Answer Request 1 (R&1).
   a. Enter the number 1 after the slash marks to update or delete a record.
   b. Press RETURN.

   NOTE: If you answer R&1 with the number 2, the system will make a *sublist* of all the records you call to the screen, but you will not be able to update the original list. This sublist will be stored on the output disc. This is Selective Duplication. (See Part I.)

2. Answer Request 2 (R&2).
   a. Enter Record Key.
   b. Press RETURN.
      - The system searches the index looking for the Record Key.
      - If the record exists, the Input Control Page returns to the screen.
      - The fields on the Input Control Page are filled in with the data that exists on the Record.
      - The cursor moves to the space following R&3//.

3. Answer Request 3 (R&3).
   a. To update a record:
      1) Type the letter *u* for *u*pdate.
         - If the wrong record comes to the screen, type *i* for *i*gnore.
      2) Press RETURN.
         - The cursor moves to the first field for updating.
      3) Update each field as necessary.
         a) Make all changes using overstrike only.

         NOTE: Do not use CHAR OUT or CHAR ENTER for corrections. This destroys the Input Control Page.

         b) Press RETURN after making all changes in a particular field.
         c) After the Return, the cursor moves to the next field.
         d) After updating the last field, press RETURN to move cursor to space following R&3//.

b. To delete a record:

1) Type the letter *d* for *d*elete.

- If the wrong record comes to the screen, type *i* for *i*gnore.

2) Press RETURN.

- The track with the updated or deleted record displays briefly.
- The Input Control Page returns to the screen.
- The cursor is at R&2// for the next Record Key selection.

4. When all records have been updated and stored or deleted, end the procedure.

a. Use Cursor Direction keys to move the cursor to the **1** after the slashes in R&1//.

b. Overstrike number 1 with number 3.

1) The output disc will copy the changes. (Output disc will also copy automatically when you fill an entire track.)

2) To check the records:

a) Toggle into Word Processing mode (CODE + SHIFT + Escape [⟷]).

b) Read the output disc.

c) Toggle back into the Software (CODE + SHIFT + Escape).

d) Records Processing menu displays, ready for you to begin another operation.

I. CREATING A SUBLIST BY SELECTIVE DUPLICATION USING AN INPUT CONTROL PAGE

Selective Duplication is the ability of the system to create a sublist of any desired records without changing the original list.

Since records cannot be printed from the original list because they are stored in wraparound, Selective Duplication provides a way of making hard-copy lists of selected records.

You must have an Input Control Page and list of records for Selective Duplication. To create the sublist, you must have answered the Records Processing program menu questions. You are now ready to answer the Requests on the Input Control Page.

Operations

1. Answer Request 1 (R&1).
   a. Enter number 2 after the slash marks for Selective Duplication.
   b. Press RETURN.
2. Answer Request 2 (R&2).
   a. Enter Record Key.

   NOTE: The Record Keys do not have to be entered in order.

   b. Press RETURN.
3. Answer Request 3 (R&3).
   a. Press RETURN to store the record on the output disc.
   b. The cursor will move to R&2// for the next Record Key selection.
4. When all records have been called and stored on the output disc, end the procedure.
   a. Use Cursor Direction keys to move the cursor to the space after R&1//.
   b. Overstrike number 1 with number 3.
   c. Press RETURN.
5. If you answered *p* (PRINT) or *b* (BOTH – print and store) to Question 5, the system will automatically print and store the sublist.
6. If you answered *s* (STORE) only:
   a. The output, or audit, disc will have the sublist stored on it.
   b. To check the sublist:
      1) Toggle into Word Processing mode (CODE + SHIFT + Escape [◈]).
      2) Read the output disc.
      3) Toggle back to the Software (CODE + SHIFT + Escape).
      4) Records Processing menu displays.

SECTION 3
SELECTION BY CRITERIA

This section explains how to use the specific information in lists created in Records Processing to create a sublist. It includes instructions on creating and filling in a Select Control Page and answering the menu.

OVERVIEW

Selection by Criteria is used to create sublists from a list created in Records Processing. Instructions on the Select Control Page tell the system what to search for (exact matches, range matches, character matches). By filling in the Select Control Page, you set up the criteria that the machine is to follow when making a selection.

1. The system reads through the original list and locates records which have the matches you are searching for.
2. The selected records are then stored as a sublist.

You may create your sublist from one specific criterion (such as the incomes of people on your list) or from as many criteria as there are fields in your records (such as income + age + city + job title, etc.).

For example, if you have a list of pilots in Ohio, you might make a sublist of pilots in Akron. Or you might make a sublist of pilots in Akron based on age, height, weight, salary, etc., as long as each of these subjects is a field in each record.

NOTE: Be sure you are thoroughly familiar with the information in Section 2, RECORDS PROCESSING, before working with the Selection by Criteria operations.

GENERAL STEPS

	Part	Page
• Create Select Control Page.	A	2
• Fill in Select Control Page.	B	4
• Load Software/Select Records Processing & Selection by Criteria.	C	5
• Answer the menu.	D	6

A. CREATING A SELECT CONTROL PAGE

To create a sublist using Selection by Criteria, you must first create a Select Control Page. The Select Control Page is a modified form of the Input Control Page used for the list you are selecting from. It contains special codes next to each field that tell the system the kind of match you want it to search for. There are three kinds of matches: an exact match; a range match (from __ to __); and a character match (any specific characters no matter what order they are in).

It also contains a Request (R&4) which, when answered, tells the system which fields you want to examine to create the sublist. Up to 10 filled-in Select Control Pages can be used at one time.

The suggested tracks for storing Select Control Pages are a2-4 on the same disc as the Input Control Page and the master list. These tracks may be reserved for Select Control Pages. It is a good idea to keep a master Select Control Page on a2. You can then store filled-in Select Control Pages on a3 and a4.

Operations

1. Work in Word Processing mode.
2. Bring your Input Control Page to the screen.
3. Clear all text above the first field.
   a. Use LINE END or LINE OUT to delete Requests R&1 and R&2 down to the first field (01.).
   b. There must be at least 3 blank lines at the top of the screen above the first field. This is to leave room for the message box at the top. Use LINE ENTER if necessary.
4. Insert a selection by criteria code (&&1, &&2, or &&3) to the left of the first slashes for each field in the record. (If you have not left space between the field prompt and the slashes, use CHAR ENTER to insert the selection code.)

   EX: 01. name // becomes 01. name &&1//

   - Think carefully about how you might use each field (type of search).
   - You can choose only those fields you want to select on by your answer to Request 4.

   a. &&1 = An exact search; during the selection by criteria process, the system will look for exactly what you type, including all spaces and punctuation.

b. &&2 = A range search; the system will look for any fields which come between the two ranges.

EX: ZIP codes between 07040 and 07050 (these ranges are inclusive). Control areas for this type of search look as follows:

// //to// //

NOTE: You must type the exact characters in the range.

EX: //$ 9,000//to//$20,000//

c. &&3 = A character or occurrence search; the system will look for any characters you type, no matter what order they are in.

NOTE: These search criteria (&&1, &&2, or &&3) may be changed on the Select Control Page at any time using Word Processing mode editing procedures.

5. Make certain that each field number is followed by a period. Add two slashes (//) at the end of all variable fields. Slashes for exact fields must remain exactly as they were on the original Input Control Page.

6. Change R&3 to R&4 (Request 4).

a. Overtype 3 with 4.

NOTE: When you fill in the Select Control Page, you will answer this Request by entering the numbers of the fields you want the system to search through.

7. Store the Select Control Page on Track a2.

SELECT CONTROL PAGE

```
01. Employee last name      &&1//
02. Employee first name     &&1//
03. Employee middle initial &&1// //
04. Street address          &&1//                    //
05. City                    &&1//          //
06. State                   &&1//  //
07. ZIP Code                &&2//    //
08. Home telephone number   &&1//        //
09. Employee number         &&1//    //
10. Department              &&1//        //
11. Date Hired              &&3//      //
12. Future                  &&1//
13. Future                  &&1//
14. Future                  &&1//
15. Future                  &&1//
16. Future                  &&1//

R&4 //
```

B. FILLING IN THE SELECT CONTROL PAGE

Once you have created the master Select Control Page, you simply fill in the information you want to select in the appropriate field.

Operations

1. Work in Word Processing mode.
2. Read the Select Control Page to the screen.
3. Fill in the information you want to search for after the slash marks for the field.

   EX: 03. State &&1//NY//
   05. Salary &&2//$10,000//to//$20,000//
   06. Part # &&//75...//

4. Answer Request 4 (R&4).
   a. Type the numbers of the fields you want to search through immediately after the slash marks.
      1) Make sure you type both digits for each field.
      2) Do not put in the period.
      3) Use commas to separate the field numbers.
      4) Do *not* put in any spaces.

      EX: R&4 //05,06,08

   b. Return twice.
5. Store the Select Control Page on a track (preferably a3 or a4).

FILLED-IN SELECT CONTROL PAGE

```
01. Employee last name      &&1//
02. Employee first name     &&1//
03. Employee middle initial &&1// //
04. Street address          &&1//                          //
05. City                    &&1//                  //
06. State                   &&1// //
07. ZIP Code                &&2//21435//to//21437//
08. Home telephone number   &&1//              //
09. Employee number         &&1//     //
10. Department              &&1//Personnel      //
11. Date Hired              &&3//81       //
12. Future                  &&1//
13. Future                  &&1//
14. Future                  &&1//
15. Future                  &&1//
16. Future                  &&1//

R&4 //07,10,11
```

To create a sublist using Selection by Criteria, the 1800 needs special instructions. These instructions, in the form of programs, are stored on Software/Program diskettes and must be "loaded" into the system.

1. Insert the 1800 Phase 1 Software diskette into Disc Drive 1.
2. Make sure Trace is *off*.
3. Hold down the CODE key and press RCALL once. Then release the CODE key.
   a. Several pages of characters (code) will flash on the screen as the instructions are loading.

   NOTE: If the program does not load and a symbol (∩) appears in the Home position, Trace was on. Press ROLL UP, turn Trace off, and press CODE + RCALL again.

   b. The Vydec 1800 Selection Program menu will appear so you can select your program.
   c. The cursor will automatically be positioned one space to the left of the number 1.

```
                    ********************************************************
                    *            VYDEC  1800   SELECTION PROGRAM           *
                    ********************************************************

 1. = RECORD PROCESSING & SELECTION BY CRITERIA ⌟
▲
 2. = DOCUMENT ASSEMBLY & PRINT ⌟

 3. = GLOBAL SEARCH & REPLACE/DELETE ⌟

 4. = LIST & INDEX CREATION ⌟









*** POSITION CURSOR TO BEGINNING OF DESIRED PROGRAM LINE AND PERFORM ESCAPE FUNCTION ***
```

4. Make sure the cursor is positioned in the margin, pointing to the space to the left of the program number for RECORD PROCESSING & SELECTION BY CRITERIA.
5. To select and load the program, hold down CODE + SHIFT, then press Escape (⟺) once. Release all keys.
   a. Several pages of characters (code) will flash on the screen. The instructions for the program are being stored in the machine's memory.

b. The program title appears in the box at the top of the screen.

c. The first menu question for the program appears on the screen.

d. The cursor will be positioned after the first question, ready for your answer.

```
                    ********************************************************
                    *          VYDEC  1800   LIST & INDEX CREATION         *
                    ********************************************************

1. INDEX (1) OR LIST (2) CREATION ?
```

D. ANSWERING THE MENU

To use the Selection by Criteria feature, you must answer the menu.

1. There are several rules to follow when entering disc drive, file, and track locations.

   There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

   EX: d2,b5

2. If you are listing a range of tracks, separate the numbers with a hyphen.

   EX: d2,b5-8
   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper- or lowercase.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2,b5 = Disc Drive 2, File b, Track 5.
    3 = Disc Drive 1, File a, Track 3.

The default condition for a question is given with the question.

If you will be creating a number of sublists, you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions see SAVING/RECALLING THE MENU in the REFERENCE DATA section.)

Before you can answer the menu to Select by Criteria, you must have created (Part A) and filled-in (Part B) a Select Control Page. This must include the criteria you wish to select on. It must also have Request 4 answered with the field numbers you wish the system to search through. You must also have loaded the software and selected Records Processing & Selection by Criteria (Part C).

Operations

1. Remove the Software diskette. The Records Processing program is still loaded.
2. Insert your disc with the list to be selected from in Disc Drive 1.
   a. This disc contains the proper Select Control Page for this list (should be on a3).
3. Insert an output disc in Disc Drive 2. This will be used to store your sublist.
4. Answer menu questions.

   1. LIST (SELECTION BY CRITERIA) ?

   a. The system will have to search through each record, so enter drive, file, and tracks for the list.

   b. Press RETURN.

   Default Conditions: If you just Return, the system assumes list creation. If your answer contains only track locations, system assumes Disc Drive 1, File a.

   2. The system skips Question 2 because the index will not be used for this operation.

   3. INPUT/SELECT CONTROL PAGES ?

   a. Enter the drive, file, and track(s) of Select Control Page(s).

   b. Press RETURN.

   Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

   NOTE: You may use up to 10 Select Control Pages for various combinations of criteria.

4. **PAGE PAUSE (YES OR NO) ?**

   NOTE: Page Pause stops the printer at the end of a page so you can insert a new sheet of paper. There is no printout; records are stored in wraparound.

   a. Answer *n* for NO.

   b. Press RETURN.

   Default Condition: If you just Return, system assumes No.

   (See DOCUMENT ASSEMBLY & PRINT, Section 8, for information about printing records.)

5. **PRINT (P), STORE (S), OR BOTH (B) ?**

   a. Enter *s,* since there is no printout.

   b. Press RETURN.

   Default Condition: None. If you just Return, an error message appears.

6. **STARTING OUTPUT TRACK ?**

   a. Enter disc, file, and track where output (sublist) will *begin.*

   b. Press RETURN.

   Default Condition: None. If you just Return, an error message appears.

   NOTE: Output may be stored on same disc with list.

7. **CHECK FOR OVERSTORE, FRONT PANEL SETTINGS AND RIBBON**

   a. Check menu answers, front panel settings, and ribbon.

   b. Press RETURN.

   c. The following things will happen:

      1) The Select Control Page will flash on the screen.

      2) Tracks with Records will flash on the screen; the system is searching through each record.

      3) Selected records will appear and store on the sublist.

      4) The Records Processing menu returns to the screen when Selection by Criteria is complete.

SECTION 4
MARGINATION/REPAGINATION/PAGE NUMBERING

The Document Assembly & Print (DAP) program has many applications. It can be used to assemble standard paragraphs into complete documents. It can also be used with the records created in Records Processing (variables) to create form letters, pre-printed forms, envelopes, and columnar text. This section describes how to use the Document Assembly & Print program to automatically (re)marginate, repaginate, and number the pages of existing documents.

Each of these functions requires that you prepare the text properly before using the DAP program and answering the menu.

Standard repagination without Headers and Footers and no specific page breaks is done automatically by the system and no extra text preparation is required.

Also, these functions of the DAP program can be used with all other Document Assembly capabilities, so you can, for example, create a document using paragraph assembly, and marginate it, repaginate it, and/or put page numbers on it.

(For complete directions on all other Document Assembly & Print operations, see Section 5, PARAGRAPH ASSEMBLY, and Section 6, DOCUMENT ASSEMBLY.

OVERVIEW

It may be necessary to remarginate or repaginate existing documents. This often happens when line or page lengths are irregular due to editing. To marginate text, you must prepare text by inserting coded Bell Sets in the document to signal the system as to where the left and right margins should be. You might also insert Discretionary Hyphens in long words so the system can automatically hyphenate during the margination procedure.

The Document Assembly & Print program also allows you to automatically repaginate text so that each page has the same number of text lines. To repaginate, you may prepare text by inserting a coded Page End where you want the text to end on one page and a new page to start. This is useful for ends of sections or chapters where there may be more room on a page.

Finally, the Document Assembly & Print program allows you to insert constant text at the top and/or bottom of each page (Headers/Footers) and automatically number the pages of your document. This requires the creation of a Header/Footer Control Page to instruct the system to fill in what you want. This Header/Footer option can be quite a timesaver when you are repaginating lengthy documents.

Any or all of these text preparation procedures may be used together.

To Marginate	Part	Page
• Set margins using CODE + BELL SET.	A	2
• Insert Discretionary Hyphens.	B	4
• Load Software/ Select Document Assembly & Print.	F	9
• Answer the menu.	G	10
To Repaginate		
• Create Header/Footer Control Page.	E	7
• Insert Page End breaks where desired.	C	5
• Load Software/ Select Document Assembly & Print.	F	9
• Answer the menu.	G	10
To Number Pages		
• Create a Header/Footer Control Page.	E	7
• Load Software/ Select Document Assembly & Print.	F	9
• Answer the menu.	G	10

A. PREPARING TEXT FOR MARGINATION

The Document Assembly & Print program allows you to automatically marginate previously keyboarded text—whether entered in wraparound or with margins adjusted manually. This requires setting margins using a coded Bell Set. Text within a document can be marginated as often as needed. A Skip Code (↑) *must* appear at the end of every paragraph in the text.

Setting Margins

1. Work in Word Processing mode.
2. Place cursor on blank line above text to be marginated.
   - Use LINE ENTER to create a blank line if needed.

3. Set left margin.

   a. Use Cursor Direction keys to move cursor to desired left margin.

   b. Press CODE + BELL SET.

      - A bell symbol (🔔) will appear on the screen.

4. Set right margin.

   a. Use Cursor Direction keys to move cursor to desired right margin.

   b. Press CODE + BELL SET.

      - A second bell symbol (🔔) will appear on the screen.

   NOTE: This Bell Set line will appear as a blank line in text. To eliminate the line created by this Return, press CODE + Cursor Left key (←) at the beginning of the next line of text.

   c. Press RETURN.

   NOTE: During Document Assembly, text below the Bell Sets will follow the left and right margins established by the Bell Sets.

5. To Block Indent Text using BELL SETS.

   a. Put the CODE + BELL SET where you want the indented left margin. Set the right margin.

   b. Do not indent the first line of text. Text will indent automatically during Document Assembly.

TEXT WITH BELL SETS

🔔 🔔
The Vydec System features a (45 characters per second) Qume Model 045 Printer for rapid and pre
cise output. Type is available in various styles of either 10 or 12 pitch through the use of r
eplaceable daisy-shaped typing elements. Ribbon is offered in cartridge, either in cloth or ca
rbon. ↑
🔔 🔔
An autospace feature causes the carriage of the printer to travel at maximum velocity between t
he printed characters of text. This further reduces the printing time of the Editor. The redu
ction in printing time is directly related to the number of spaces between or preceding charact
ers on a given line. Savings are substantial on columnar or statistical documents. ↑
🔔 🔔
A justify feature is provided and accomplished by the uniform stretching of character spacing a
nd the spacing between words. This operation allows a uniform appearance to the eye. ↑

NOTE:

- This text was keyboarded in wraparound in Word Processing mode.
- CODE + BELL SET symbols (🔔) appear on a separate, blank line above the text.

Turning Off Margination

You can turn margination off if you wish text to return to original margins. This means that if text was originally typed in wraparound, when you turn margination off, it will return to wraparound. If the text had margins set before the remargination procedure, it will return to its original margins when you turn margination off.

1. Place cursor on blank line above text.
2. Use Cursor Direction keys to move cursor to extreme left side of screen.
3. Press CODE + BELL SET.
4. Press RETURN.
5. Text below this single Bell Set will return to the margins it had before using the margination procedure when you next use the DAP program.

B. DISCRETIONARY HYPHENATION

When storing text, Discretionary Hyphens may be inserted to control how long words will break during margination. Discretionary Hyphens are usually used with documents that are reprinted often with different margins.

Operations

1. Work in Word Processing mode.
2. Choose the best possible hyphenation breaks in words.

TEXT WITH DISCRETIONARY HYPHEN

I authorize my Executor to expend such sums as in his sole dis⟩cretion may be deemed proper for my burial, including acqui⟩sition of any burial site and the erec⟩tion of a suitable monu⟩ment, regardless of any limita⟩tion fixed by statute, rule of court or otherwise. ↑//

My executor(s) shall pay, out of my residuary estate, as if they were expenses of admin⟩isterin g my estate and with out apportion⟩ment against any legatee or other person, all estate, inheri tance and succession taxes (including any interest and penalties relative thereto) in respect o f any property passing under this will or in respect of any other property. ↑//

NOTE:

- This text was keyboarded in wraparound in Word Processing mode.
- To marginate, you can
  - Adjust margins for each paragraph manually, or
  - Put CODE + BELL SETS in text.
- Note the Discretionary Hyphenation symbols (⟩) in the text.

3. Insert Discretionary Hyphens.
   a. Place cursor at letter following the planned hyphenation break.
   b. Press CHAR ENTER.
   c. Press CODE + ADJST MARGN.
      - A "zigzag" symbol (ʃ) appears on the screen.
4. A hyphen will replace the symbol and print if the word extends through the hyphenation zone (Hot Zone) during Document Assembly operation.
5. If the Discretionary Hyphen does not fall in the Hot Zone, the Discretionary Hyphen code (ʃ) will be ignored and the hyphen will not print.

MARGINATED TEXT WITH DISCRETIONARY HYPHEN

I authorize my Executor to expend such sums as in his sole discretion may be deemed proper for my burial, including acquisition of any burial site and the erection of a suitable monument , regardless of any limita tion fixed by statute, rule of court or otherwise.

NOTE: Compare this with the text keyboarded in wraparound, containing Discretionary Hyphens.

C. REPAGINATION

Repaginating existing text is easy on the 1800, using the Document Assembly & Print program. By answering the menu questions, you tell the system how much text you want on each page, and the 1800 repaginates it automatically.

If you want a Header or Footer or page numbers inserted automatically, create a Header/Footer Control Page. (See Creating a Header/Footer Control Page, Part E.)

You may want a page to end at a specific point even though there is room on the paper for more.

If so,

1. Insert CODE + PAGE END where you want the text to break.
2. Store the text with the Page End codes (▯). (You can overstore on the original tracks and remove these codes later, if desired.)

TEXT WITH PAGE END CODES

The Vydec System features a (45 characters per second) Qume Model Q45 Printer for rapid and precise output. Type is available in various styles of either 10 or 12 pitch through the use of replaceable daisy-shaped typing elements. Ribbon is offered in cartridge, either in cloth or carbon.

▯

JUSTIFY FEATURE

A justify feature is provided and accomplished by the uniform stretching of character spacing and the spacing between words. This operation allows a uniform appearance to the eye.

NOTE: The coded Page End ensures that the section that begins "JUSTIFY FEATURE" will start at the top of a new page.

This Page End code will stop the printer. You can then insert a new sheet of paper and the text following the command will begin at the top of the next page.

Be sure to answer y for YES to menu question 6.: INTERACTIVE/ PAGE PAUSE (YES OR NO)? This stops the printer so you can insert a new sheet of paper when needed.

D. NUMBERING PAGES

The Document Assembly & Print program allows you to automatically number the pages of your document. You can tell the system what number to start with, you can have it skip the first page and start numbering on the second page, and you can have the numbers inserted at either the top or bottom of the page, anywhere in the vertical line. You can also start with any number you wish.

Because a page number is considered to be part of either the header or the footer (depending on whether you want it at the top or bottom), you must create a Header/Footer Control Page to give the system the page numbering commands.

(For complete directions on setting up the Header/Footer Control Page, see Part E.)

The Control Page for Headers and Footers allows the automatic insertion of constant text at the beginning and end of each page of text. The Control Page also allows the automatic insertion of page numbers in the final document.

Operations

TO CREATE THE HEADER

1. Work in the Word Processing mode.
2. Send the cursor Home.
3. Input the Header Command.
   a. Type two Skip Codes (⇑ ⇑).
   b. Type the letter H.
   c. Press RETURN.
4. Keyboard the actual text for the Header. (You may use blank lines as the Header.)

HEADER COMMAND

⇑ ⇑ H
↵
↵ 5 BLANK LINES
↵ IN HEADER
↵
↵

TO END THE HEADER

1. If you have a Footer, enter a Footer Command (see instructions below).
2. If you do not have a Footer:
   a. Press PAGE END to make sure that there is nothing else on the page.
   b. Store the Header Control Page.

NOTE: Header may contain Page Numbering. See Page Number Command below.

TO CREATE THE FOOTER

1. Work in the Word Processing mode.
   a. Begin in Home position if there is no Header Command.
   b. Begin immediately below header text or blank lines if there is a Header Command. (Make sure cursor is at left edge of screen.)
2. Input the Footer Command.
   a. Type two Skip Codes (⇑ ⇑).
   b. Type the letter F.
   c. Press RETURN.

FOOTER COMMAND

⇑ ⇑ F
↵
↵ 5 BLANK LINES
↵ IN FOOTER
↵
↵

3. Keyboard the actual text for the Footer. (You may use blank lines as the Footer.)

4. Store the (Header/) Footer Control Page.

NOTE: Footer may contain Page Numbering. See Page Number Command below.

PAGE NUMBER COMMAND

The system can automatically insert numbers on a page. These instructions are inserted into the Header/Footer Control Page.

1. Space over to the position where you want the page number to print on the page. This can be either in the Header or the Footer.

PAGE NUMBERING

2. Type CODE + LINE ENTER (↓) once for each digit in the highest possible page number.

↓↓↓

EX: If you wish to print page numbers up to 100, enter CODE + LINE ENTER three times (once for each digit).

3. Type the starting page number.

↓↓↓10

EX: If you want the first page to start with the number 10, this would be the starting page number.

4. Press RETURN.

↓↓↓⏎1

NOTE: If you do not want the first page of text to be numbered, type a Skip Code after the last CODE + LINE ENTER symbol and before the starting page number.

↓↓↓⏎10

If you want to start numbering on the second page with a number other than 1, enter the number you want after the Skip Code.

NOTE: When Headers and Footers are merged with paginated text, they become part of that text. Massive editing may require subsequent repagination. If this happens, Headers and Footers will be treated as text and may no longer appear at the same position on the page (top and bottom).

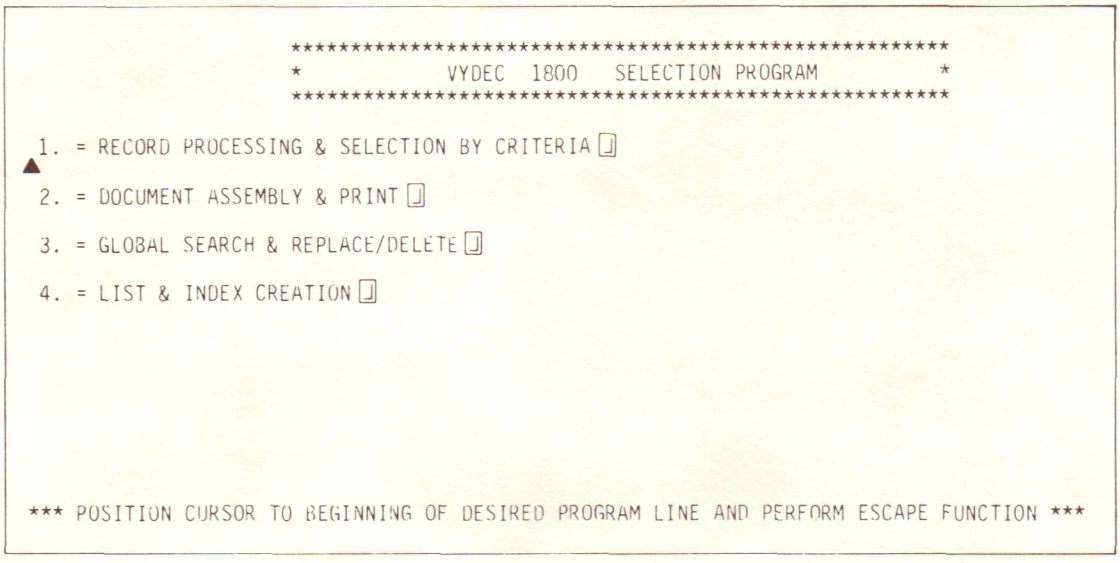
Therefore, it is recommended that during preliminary stages of editing, text first be repaginated and stored with no Header or Footer. In the final printout, text may be printed and/or stored with Headers and Footers.

To use the Document Assembly & Print feature, the 1800 needs special instructions. These instructions, in the form of programs, are stored on Software/Program diskettes and must be "loaded" into the system.

1. Insert the 1800 Phase I Software diskette into Disc Drive 1.
2. Make sure Trace is *off.*
3. Hold down the CODE key and press RCALL once. Then release the CODE key.
   a. Several pages of characters (Code) will flash on the screen as the instructions are loading.

   NOTE: If the program does not load and a symbol (∩) appears in the Home position, Trace was on. Press ROLL UP, turn Trace off, and press CODE + RCALL again.

   b. The Vydec 1800 Selection Program menu will appear so you can select your program.
   c. The cursor will automatically be positioned one space to the left of the number 1.



4. Make sure the cursor is positioned in the margin, pointing to the space to the left of the program number for DOCUMENT ASSEMBLY & PRINT.

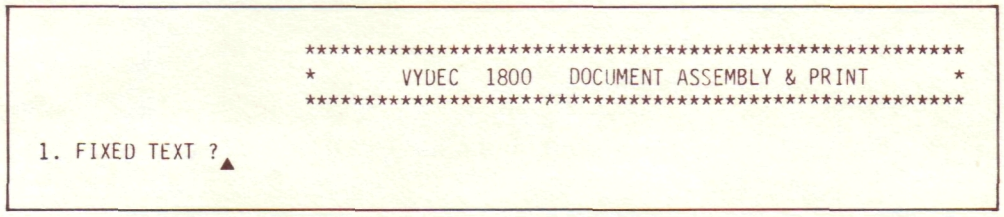
5. To select and load the program, hold down CODE + SHIFT, then press Escape (⏀) once. Release all keys.

   a. Several pages of characters (code) will flash on the screen. The instructions for the program are being stored in the machine's memory.

   b. The program title appears in the box at the top of the screen.

   c. The first menu question for the program appears on the screen.

   d. The cursor will be positioned after the first question, ready for your answer.



G. MENU FOR DOCUMENT ASSEMBLY & PRINT

The same menu is used for all Document Assembly operations. The following explanation of the nine menu questions should serve as a guide for all Document Assembly & Print applications.

There are several rules to follow when entering disc drive, file, and track locations.

1. There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

   EX: d2,b5

   NOTE: d1 identifies Disc Drive 1, the left-hand drive; d2 identifies Disc Drive 2, the right-hand drive.

2. If you are listing a *range* of tracks, separate the numbers with a hyphen.

   EX: d2,b5-8
   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper- or lowercase.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2,b5 = Disc Drive 2, File b, Track 5.
3 = Disc Drive 1, File a, Track 3.

The default condition for a question is given with the question.

If you will be using the DAP program frequently, you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions see SAVING/RECALLING THE MENU in the REFERENCE DATA section.)

Before proceeding with the menu, you should have prepared your text with the codes for the revisions you are doing (coded Bells Sets, coded Page Ends, Discretionary Hyphens, etc.) and created a Header/Footer Control Page, if necessary. You should also have loaded the Software and selected DOCUMENT ASSEMBLY & PRINT (Part F).

Operations

1. Remove the Software diskette and insert the disc with the document in Disc Drive 1.
2. Insert the output disc in Disc Drive 2. If you are printing only, you need not remove the Software diskette. You can insert the disc with the document in Disc Drive 2.
3. Answer the menu questions.

1. FIXED TEXT ?

Asks for the location of the fixed text (original document).

a. Enter the drive, file, and track(s).

b. Press RETURN.

Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

2. INDEX (DRIVE 1, 2 OR RETURN) ?

Asks on which drive the index is stored.

- Only records are indexed.
- *Since you are not using records*, just press RETURN, and the 1800 ignores the question.

Default Condition: If you just Return, the system assumes you are not using records.

3. HEADER/FOOTER CONTROL PAGE ?

Asks for the location of the Header/Footer Control Page.

- If you are using a Header/Footer Control Page:

  a. Enter drive, file, and track.

  b. Press RETURN.

- If you are *not* using a Header/Footer Control Page, just press RETURN.

(See Creating Header/Footer Control Page, Part E for details on how to set this page up.)

Default Condition: If you just Return, system assumes there is no Header/Footer Control Page. If you answer, system assumes Disc Drive 1, File a.

4. PRINT (P), STORE (S) OR BOTH (B) ?

Asks whether you want to print the text, store it, or both.

a. Enter *p, s,* or *b.* (You may use upper- or lowercase letters.)

b. Press RETURN.

Default Condition: If you just Return, the system assumes PRINT.

5. STARTING OUTPUT TRACK ?

Asks whether to store text if S or B was chosen in Question 4.

NOTE: If the answer to Question 4 was *p* for PRINT, this question is ignored and system goes directly to Question 6.

- If storing:

  a. Enter drive, file, and track.

  b. Press RETURN.

- If *not* storing, just Return and the system will ignore the question.

Default Condition: If you just Return, system assumes you are not storing text.

6. INTERACTIVE PAGE/PAUSE (YES OR NO) ?

Asks if you wish to be Interactive with the system (wish to use the Word Processing mode while text is printing) or if you need a pause at the end of each page to allow you to insert a new sheet of paper.

a. Answer *y* for YES or *n* for NO.

b. Press RETURN.

NOTE: If you are repaginating, answer *y* for YES, since you will want the printer to stop for new paper. To restart the printer after inserting paper, press CODE + SHIFT, then press Escape (⏀) *twice.*

(See Interactive Mode, Part H, for operations.)

Default Condition: If you just Return, system assumes NO.

7. PAPER SIZE (IN NUMBER OF LINES) ?

Asks how long your paper is.

a. Enter the number of lines of print that fit on the paper.

b. Press RETURN.

NOTE: To calculate the number of lines, multiply the number of inches of the length of your paper by 6.

Default Condition: If you just Return, the system defaults to 66 lines (for 11-inch paper).

8. PAGINATION (YES OR NO) ?

Asks if you want automatic repagination of text.

a. Answer *y* for YES if repagination is required.

b. Press RETURN.

Default Condition: If you just Return, the system assumes NO.

a. NUMBER OF LINES IN HEADER ?

This question only appears if the answer to Question 8 is YES.

NOTE: Only answer this question if you do not have a Header/Footer Control Page (Question 3).

1) Enter the number of blank lines you want in the header.

2) Press RETURN.

Default Condition: If you just Return, the system assumes zero (0) blank lines in the header.

b. TEXT LENGTH ?

This question only appears if the answer to Question 8 is YES.

1) Enter the number of lines of print you want on final text.

2) Press RETURN.

NOTE:

- If the text length is less than the paper length, the system will add Returns to the end of the stored text.

  EX: If the text length is 50 lines and paper length is 64, the system will add 14 Returns at the bottom of the text (64 – 50 = 14). If you do *not* want Returns, the answers to Questions 7 and 8b should be the same. This will prevent extra lines (Returns) from showing up if you repaginate again later.

- Total length for header + footer + text *cannot* be more than 64 lines. If you indicate a paper size bigger than 64, the system adds 2 subscript symbols across the bottom of the page on line 64 for every line over 64.

Default Condition: None.

9. CHECK FOR OVERSTORE, FRONT PANEL SETTINGS AND RIBBON

a. Check settings and ribbon.

b. Press RETURN. This begins the Document Assembly & Print operation.

H. INTERACTIVE MODE

The Interactive mode allows an operator to work in Word Processing mode with one document while the printer does a Document Assembly operation on another document.

Operations

1. Answer *y* for YES to Question 6 in the Document Assembly menu.
2. As soon as the first page of the Document Assembly operation begins printing, the screen and keyboard automatically become free for Word Processing work.
3. Toggle into Word Processing mode by Pressing CODE + SHIFT + Escape (⟠).

4. When Document Assembly finishes the first page of the document, the operator must:

   a. Store or save any Word Processing work that is on the screen.

   b. Press CODE + SHIFT + Escape to return to Document Assembly mode.

      - A message comes to the screen to tell you that you are in Interactive mode.

   c. Press CODE + SHIFT + Escape again to continue going back and forth between Document Assembly and Word Processing mode.

SECTION 5
PARAGRAPH ASSEMBLY

This Section includes instructions for preparing simple paragraphs for assembly by making them into records (paragraph records) and inserting Switch Codes, Discretionary Hyphens, and coded Bell Sets, if needed. It also give directions for indexing these paragraph records and creating a Fixed Text Page for assembling and/or merging the paragraphs with variables.

OVERVIEW

The Document Assembly & Print operation allows you to take "boilerplate" (standard) paragraphs and combine them in any order to create a document. This eliminates having to cut and paste standard paragraphs to get them in the order you want for for the finished document. It is a great timesaver when you have to put together various clauses for contracts, wills, leases, and so on.

To use paragraphs this way, they must first be made into paragraph records. You can take existing boilerplate paragraphs and make them into records. You can also keyboard new paragraphs in record form right from the start.

Once the paragraphs are in record form, you must index them so that the system can locate them quickly. In order to assemble them in the proper order, you must create a Fixed Text Page. This is a series of requests that instructs the system as to the order in which you want these paragraphs arranged.

So that the finished, printed document looks just the way you want it to, the Document Assembly & Print program allows you to *automatically*:

- Marginate these paragraphs,
- Merge these paragraphs with variables,
- Double space or single space each paragraph individually,
- Repaginate the assembled document,
- Insert constant text at the top (Header) and/or bottom (Footer) of each page, and/or,
- Number the pages of the assembled document.

To Assemble Paragraphs *Without* Variables	Part	Page
• Create paragraph records.	A	3
• Marginate the paragraph records.	C	10
• Insert Discretionary Hyphens in the paragraph records.	D	13
• Load the Software/Select List & Index Creation.	E	14
• Index the paragraph records.	F	16
• Read Request Codes section.	G	17
• Create a Fixed Text Page without variables.	H	17
• Load the Software/Select Document Assembly & Print.	E	14
• Answer the menu.	J	24

To Assemble Paragraphs *With* Variables		
• Create paragraph records with Switch Codes.	B	7
• Marginate the paragraph records.	C	10
• Insert Discretionary Hyphens in the paragraph records.	D	13
• Load the Software/Select List & Index Creation.	E	14
• Index the paragraph records.	F	16
• Read Request Codes section.	G	17
• Create a Fixed Text Page with variables.	I	21
• Load the Software/Select Document Assembly & Print.	E	14
• Answer the menu.	J	24

NOTE: If you need to create a Header/Footer Control Page, See Part E in Section 4, MARGINATION/ REPAGINATION/PAGE NUMBERING.

In order to assemble standard paragraphs, you must create a master list of paragraph records.

To create your master list of paragraphs, you can do one of two things:

- Make existing paragraphs into records, or
- Keyboard new paragraphs in the form of records.

These paragraph records may then be assembled to form new and unique documents. When creating a list of paragraph records, work entirely in Word Processing mode.

Operations

TO CREATE NEW PARAGRAPH RECORDS

If your paragraphs are not already stored as a document on a disc, you may create the paragraphs as records while you are initially keyboarding them. These paragraphs represent records.

1. Work in Word Processing mode with Trace *on.*
2. Press RETURN once. (This marks the beginning of the Record Key.)
3. Type a Record Key Identifier and Record Key (*! + alpha-numeric code*) on blank line at left margin of screen. Remember that you can use from 1 to 64 alphanumeric characters. However, you cannot use exclamation points (!), spaces, or ampersands (&) within the alphanumeric code.
4. Press RETURN.

5. Keyboard the paragraph.

   a. Depending on how you wish to marginate, you have the following choices as to how these paragraphs are entered.

      - Keyboard the paragraph in wraparound. You can then set the margins by putting coded Bell Sets in the Fixed Text Page. This must be done each time you use the paragraph records. Include Discretionary Hyphens as needed (Part D).

      NOTE: This is a good way of saving disc space. It is also very efficient if you must often use the same paragraphs but with different margins.

      (See Creating a Fixed Text Page, Part H.)

PARAGRAPH RECORDS (BELL SETS IN FIXED TEXT PAGE)

```
!01
Vydec's text processing systems lend themselves easily to a distributed processing environment.
  Each Vydec Editor is a stand-alone device with a high-speed printer, a full-page  screen, and
 a single or a dual disc drive. Each Vydec Editor can be equipped with a high-speed Computer Ba
tch Interface communicator option (0720) for fast access to a centralized data base when requir
ed. [↑] //
!02
Vydec Editors can be placed singly in a specific office or grouped in two or more clusters in a
 larger environment, each independent of the other.  This flexible placement capability is depe
ndent on a user's philosophy of processing distribution and unique text processing requirements
. [↑] //
!03
The Vydec Editor Word Processing system is a stand-alone display editor consisting of an electr
onic keyboard, a full-page CRT display, a high-speed daisy printer, and a magnetic disc storage
 device.  All components can be conveniently arranged into a full work station.  The work stati
on console is available in either 90 or 120 degree configurations.  The optional file cabinet p
rovides easy access to as many as 100 floppy discs. [↑] //
```

NOTE:

- This text was keyboarded in wraparound in Word Processing mode.
- All Record Keys are on their own line.
- All records end with a Skip Code ([↑]) and two slash marks (//).
- There is no blank line between the last line of the record and the next Record Key. Therefore, these records will print without a blank line between paragraphs. You can change this on the Fixed Text Page.

(See Fixed Text Page, pg. 21)

- Keyboard the paragraph in wraparound with the coded Bell Sets included as part of the record. These Bell Sets must be on a line by themselves, *between* the Record Key Identifier and the first line of text. Include Discretionary Hyphens as needed (Part D).

NOTE: This is also a good way of saving disc space and is very efficient if the paragraphs will always be printed with the same margins.

(See Margination, Part C.)

- Use the Adjust Margin routine to marginate the paragraph records manually.

NOTE: This is efficient if the paragraphs will always be printed with the same margins. It also allows you to put in correct end-of-line hyphenation without having to insert Discretionary Hyphens.

(See Margination, Part C.)

PARAGRAPH RECORDS (MARGINS ADJUSTED MANUALLY)

```
!011
        The Vydec System features a (45 characters
        per second) Qume Model Q45 Printer for rapid
        and precise output.  Type is available in
        various styles of either 10 or 12 pitch
        through the use of replaceable daisy-shaped
        typing elements.  Ribbon is offered in
        cartridge, either in cloth or carbon. [↑] //

!012
An autospace feature causes the carriage of the printer
to travel at maximum velocity between the printed
characters of text.  This further reduces the printing
time of the Editor.  The reduction in printing time
is directly related to the number of spaces between
or preceding characters on a given line.  Savings are
substantial on columnar or statistical documents. [↑] //

!013
A Justify feature is provided and accomplished by the
uniform stretching of character spacing and the spacing
between words.  This operation allows a uniform appearance
to the eye. [↑] //
```

NOTE:

- Text was keyboarded in Word Processing mode.
- Paragraphs end with a Skip Code ([↑]).
- The blank line between the last line of the record and the next Record Key means that there will be a blank line between paragraphs when printed.

b. Enter a Skip Code (CODE + .) at the end of the paragraph.

c. Type two slashes (//) after the Skip Code. This defines the end of the record during Paragraph Assembly.

6. Repeat the procedure for each paragraph in the document.
7. Store the paragraph records. (Do not store on b1-3, since these tracks are automatically used for the index.)
8. Index the paragraph records. (See Indexing Paragraph Records, Part F.)

TO CREATE PARAGRAPH RECORDS FROM AN EXISTING DOCUMENT

If the document is already stored on a disc:

1. Work in the Word Processing mode.
2. Bring the existing paragraphs to the screen.
3. Make sure there is a blank line at the beginning of the page.
4. Position the cursor at the first line of the paragraph.
5. Press LINE ENTER once.
6. Type a Record Key Identifier and Record Key (*!* + *alphanumeric code*) on blank line at left margin of screen. Remember that you can use from 1 to 64 alphanumeric characters. However, you cannot use exclamation points (!), spaces, or ampersands (&) within the alphanumeric code.
7. Press RETURN.
8. Depending on how you wish to marginate these paragraphs, you have the following choices.
   a. Manually marginate using ADJST MARGN.
   b. Put paragraphs into wraparound using ADJST MARGN.
   c. Use CODE + BELL SET to set an automatic bell line (between the Record Key and the first line of text).
   d. Leave the original margins as they are.

   (See Margination, Part C.)
9. Make sure there is a Skip Code (Code + .) at the end of the paragraph.
10. Type two slashes (//) after the Skip Code. This defines the end of the record.
11. Repeat procedure for each paragraph in the document.
12. Store the paragraph records. (Do not store on b1-3 since these tracks are automatically used for the index.
13. Index the paragraph records. (See Indexing Paragraph Records, Part F.)

In order to assemble standard paragraphs, you must create a master list of paragraph records.

To create your master list of paragraphs, you can do one of two things:

- Make existing paragraphs into records, or
- Keyboard new paragraphs in the form of records.

If the paragraphs need to have variables merged in at a later time, you must use Switch Codes. Switch Codes – 2 slash marks (//) – are placed in the paragraph record to indicate where variable text will merge with the paragraph during assembly.

The text for the variable is stored on the Fixed Text Page, below the Record Request. Each variable on the Fixed Text Page is followed by a Switch Code. (See Creating a Fixed Text Page, Part I.)

These paragraph records may then be assembled to form new and unique documents. When creating a list of paragraph records, work entirely in the Word Processing mode.

Operations

TO CREATE NEW PARAGRAPH RECORDS

If the paragraphs are not already stored as a document on a disc, you may create the paragraphs as records while you are initially keyboarding them.

1. Work in Word Processing mode with Trace *on*.
2. Press RETURN once. (This marks the beginning of the Record Key.)
3. Type a Record Key Identifier and Record Key (*! + alphanumeric code*) on blank line at left margin of screen. Remember that you can use from 1 to 64 alphanumeric characters. However, you cannot use exclamation points (!), spaces, or ampersands (&) within the alphanumeric code.
4. Press RETURN.

5. Keyboard the paragraph.

   a. Type the text of the paragraph to the point where you plan to insert a variable in the finished document.

   b. At the exact point where the variable would go, enter the Switch Code – 2 slash marks (//).

      - Be sure to include space before and after, if needed.

   c. Type a Skip Code (CODE + .) at the end of the paragraph.

   d. Type 2 slashes (//) after the Skip Code. This defines the end of the record.

PARAGRAPH RECORDS WITH SWITCH CODES

```
!0003
I, //, of New York, New York, declare this to be my Last Will and Testament, and I hereby revok
e any and all Wills and Codicils heretofore made by me. [↑] //

!0004
I hereby give and bequeath to // my collection of antique moustache cups. [↑] //

!0005
All the rest, residue and remainder of my property, whether real or personal, and wheresoever s
ituate, I leave to //. [↑] //

!0006
I appoint // as executor(s) of this will and trustee(s) of any trust hereunder.  If my said exe
cutor shall for any reason fail to take office or cease to serve as an executor hereof or trust
ee hereunder, I appoint //, in his stead.  If // shall for any reason fail to take office or ce
ase to serve as executor hereof and trustee hereunder, I appoint // as sole executor hereof and
 sole trustee hereunder.  My executor(s) shall serve without payment of any bond. [↑] //
```

NOTE:

- This text was keyboarded in wraparound in Word Processing mode.
- Switch Codes (//) mark place for variables.
- Switch Codes are entered in the exact place you want variables to go.
  - In the record 0003, for example, the Switch Code is one space after the first comma. There is no space between the Switch Code and the second comma.
- You may have as many Switch Codes in a paragraph as you need (0006).

   e. Depending on how you wish to marginate, you have the following choices as to how these paragraphs are entered.

      - Keyboard the paragraph in wraparound. You can then set the margins by putting coded Bell Sets in the Fixed Text Page. This must be done each time you use the paragraph records. Include Discretionary Hyphens as needed (Part D).

      NOTE: This is a good way of saving disc space. It is also very efficient if you must often use the same paragraphs but with different margins.

      (See Creating a Fixed Text Page, Page G.)

- Keyboard the paragraph in wraparound with the coded Bell Sets included as part of the record. These Bell Sets must be on a line by themselves, *between* the Record Key and the first line of text. Include Discretionary Hyphens as needed (Part D).

NOTE: This is also a good way of saving disc space and is very efficient if the paragraphs will always be printed with the same margins.

(See Margination, Part C.)

- Use the Adjust Margin routine to marginate the paragraph records manually.

NOTE: This is efficient if the paragraphs will always be printed with the same margins. It also allows you to put in correct end-of-line hyphenation without having to insert Discretionary Hyphens.

(See Margination, Part C.)

6. Repeat the procedure for each paragraph in the document.
7. Store the paragraph records. (Do not store on b1-3, since these tracks are automatically used for the index.)
8. Index the paragraph records. (See Indexing Paragraph Records, Part F.)

TO CREATE PARAGRAPH RECORDS FROM AN EXISTING DOCUMENT

If the document is already stored on a disc:

1. Work in the Word Processing mode.
2. Bring the existing paragraphs to the screen.
3. Make sure there is a blank line at the beginning of the page. (Use LINE ENTER, if necessary.)
4. Position the cursor at the first line of the paragraph.
5. Press LINE ENTER once.
6. Type a Record Key Identifier and Record Key (*! + alphanumeric code*) on blank line at left margin of screen. Remember that you can use from 1 to 64 alphanumeric characters. However, you cannot use exclamation points (!), spaces, or ampersands (&) within the alphanumeric code.
7. Press RETURN.

8. Depending on how you wish to marginate these paragraphs, you have the following choices:
   a. Manually marginate using ADJST MARGN.
   b. Put paragraphs into wraparound using ADJST MARGN.
   c. Use CODE + BELL SET to set an automatic bell line (between the Record Key and the first line of text).
   d. Leave the original margins as they are.

   (See Margination, Part C.)
9. Make sure there is a Skip Code (Code + .) at the end of the paragraph.
10. Type two slashes (//) after the Skip Code. This defines the end of the record.
11. Repeat procedure for each paragraph in the document.
12. Store the paragraph records. (Do not store on b1-3 since these tracks are automatically used for the index.)
13. Index the paragraph records. (See Indexing Paragraph Records, Part F.)

C. MARGINATION

The 1800 allows you to automatically marginate each paragraph record during Document Assembly. This is accomplished by inserting coded Bell Sets on a separate line between the Record Key and the first line of text. This method allows you to keyboard and set margins at the same time. This is useful when the paragraphs will often be printed with the same margins. These margins can be changed if needed, but once the Bell Sets are stored with the record, the paragraph will automatically be marginated according to the Bell Sets when you use the program.

(For information on putting coded Bell Sets on the Fixed Text Page, see Part H — without Switch Codes, and Part I — with Switch Codes.)

Setting Margins

1. Work in Word Processing mode.
2. Place cursor on blank line above text to be marginated.
   - Use LINE ENTER to create a blank line if needed.

3. Set left margin.

   a. Use Cursor Direction keys to move cursor to desired left margin.

   b. Press CODE + BELL SET.

      - A bell symbol (🔔) will appear on the screen.

4. Set right margin.

   a. Use Cursor Direction keys to move cursor to desired right margin.

   b. Press CODE + BELL SET.

      - A second bell symbol (🔔) will appear on the screen.

PARAGRAPH RECORDS (WITH BELL SETS)

```
!011
🔔                                    🔔
The Vydec System features a (45 characters per second) Qume Model Q45 Printer for rapid and pre
cise output.  Type is available in various styles of either 10 or 12 pitch through the use of r
eplaceable daisy-shaped typing elements.  Ribbon is offered in cartridge, either in cloth or ca
rbon. ↑ //
!012
🔔                                          🔔
An autospace feature causes the carriage of the printer to travel at maximum velocity between t
he printed characters of text.  This further reduces the printing time of the Editor.  The redu
ction in printing time is directly related to the number of spaces between or preceding charact
ers on a given line.  Savings are substantial on columnar or statistical documents. ↑ //
!013
🔔                                          🔔
A justify feature is provided and accomplished by the uniform stretching of character spacing a
nd the spacing between words.  This operation allows a uniform appearance to the eye.   //
!014
🔔                                          🔔
The control panel - positioned to the right of the CRT - is divided into three sections. ↑ //
!015
🔔
          1 - Upper section for disc control ↑ //
!016
🔔
          2 - Middle section for disc control ↑ //
!017
🔔
          3 - Lower section for printer control ↑ //
```

NOTE:

- This text was keyboarded in wraparound in Word Processing mode.
- CODE + BELL SET symbols (🔔) appear on a separate, blank line between the Record Key and the text.
- Record 011 has a left margin set for block indenting.
- Records 015, 106, and 017 are block indented manually. Notice that the left Bell Set is at the left margin, not where block indenting begins.

NOTE: This Bell Set line will appear as a blank line in text. To eliminate the line created by this Return, press CODE + Left Direction key (←) at the beginning of the next line of text.

c. Press RETURN.

NOTE: During Document Assembly, text below the Bell Sets will follow the left and right margins established by the Bell Sets.

5. To Block Indent Text using BELL SETS.
   a. Put the CODE + BELL SET where you want the left margin to indent to. Set the right margin.
   b. Do not indent the first line of text. Text will indent automatically during Document Assembly.

MARGINATED PARAGRAPHS BASED ON BELL SETS IN THE RECORDS

The Vydec System features a (45 characters per second) Qume Model Q45 Printer for rapid and precise output. Type is available in various styles of either 10 or 12 pitch through the use of replaceable daisy-shaped typing elements. Ribbon is offered in cartridge, either in cloth or carbon.

An autospace feature causes the carriage of the printer to travel at maximum velocity between the printed characters of text. This further reduces the printing time of the Editor. The reduction in printing time is directly related to the number of spaces between or preceding characters on a given line. Savings are substantial on columnar or statistical documents.

A justify feature is provided and accomplished by the uniform stretching of character spacing and the spacing between words. This operation allows a uniform appearance to the eye.

NOTE: Compare these printed paragraphs with the first 3 sample records containing coded Bell Sets.

(For complete directions on printing these assembled paragraphs, see Parts H, E, and J.)

Turning Off Margination

You can turn margination off if you wish text to return to original margins. This means that if text was originally typed in wraparound, when you turn margination off, it will return to wraparound. If the text had margins set before the remargination procedure, it will return to its original margins when you turn margination off.

1. Place cursor on blank line above text.
2. Use Cursor Direction keys to move cursor to extreme left side of screen.
3. Press CODE + BELL SET.
4. Press RETURN.
5. Text below this single Bell Set will return to the margins it had before using the margination procedure when you next use the DAP program.

When storing text, Discretionary Hyphens may be inserted to control how long words will break during Margination. Discretionary Hyphens are usually used within documents that are reprinted often with different margins.

Operations

1. Work in Word Processing mode.
2. Choose the best possible hyphenation breaks in words.
3. Insert Discretionary Hyphens.
   a. Place cursor at letter following the planned hyphenation break.
   b. Press CHAR ENTER.
   c. Press CODE + ADJST MARGN.
      - A "zigzag" symbol (⟆) appears on the screen.

PARAGRAPH RECORDS WITH DISCRETIONARY HYPHENATION

```
!003
I authorize my Executor to expend such sums as in his sole dis⟆cretion may be deemed proper for
 my burial, including acqui⟆sition of any burial site and the erec⟆tion of a suitable monu⟆ment
, regardless of any limita⟆tion fixed by statute, rule of court or otherwise. ↑ //

!004
My executor(s) shall pay, out of my residuary estate, as if they were expenses of admin⟆isterin
g my estate and with⟆out apportion⟆ment against any legatee or other person, all estate, inheri
tance and succession taxes (including any interest and penalties relative thereto) in respect o
f any property passing under this will or in respect of any other property. ↑ //
```

NOTE:

- This text was keyboarded in wraparound in Word Processing mode.
- To marginate, you can:
  - Adjust margins for each record manually, or
  - Put CODE + BELL SETS in the Fixed Text Page.
- Note the Discretionary Hyphenation symbols (⟆) in the records.

4. A hyphen will replace the symbol and print if the word extends through the Hot Zone during Document Assembly operation.

5. If the Discretionary Hyphen does not fall in the Hot Zone, the Discretionary Hyphen code (ʃ) will be ignored and the hyphen will not print.

PRINTED PARAGRAPHS WITH END-OF-LINE HYPHENATION

I authorize my Executor to expend such sums as in his sole discretion may be deemed proper for my burial, including acquisition of any burial site and the erection of a suitable monument, regardless of any limitation fixed by statute, rule of court or otherwise.

NOTE: Compare the hyphenation in these printed paragraphs with the Discretionary Hyphens in the records.

(For complete directions on printing these paragraphs, see Part J.)

E. LOADING SOFTWARE

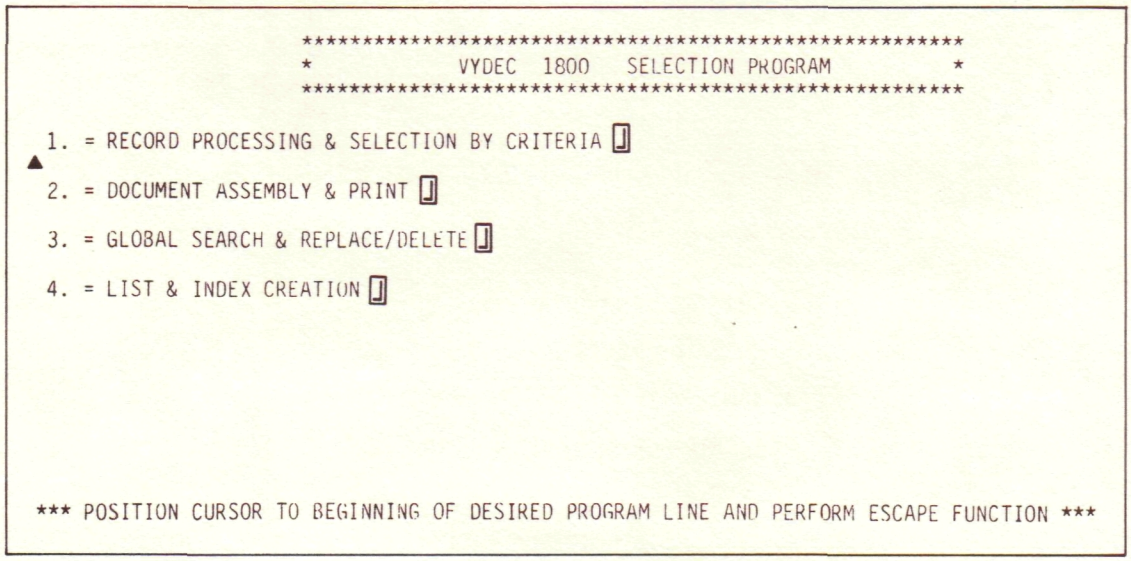
To use the Document Assembly & Print feature, the 1800 needs special instructions. These instructions, in the form of programs, are stored on Software/Program diskettes and must be "loaded" into the system.

1. Insert the 1800 Phase I Software diskette into Disc Drive 1.
2. Make sure Trace is *off.*
3. Hold down the CODE key and press RCALL once. Then release the CODE key.
   a. Several pages of characters (code) will flash on the screen as the instructions are loading.

   NOTE: If the program does not load and a symbol (∩) appears in the Home position, Trace was on. Press ROLL UP, turn Trace off, and press CODE + RCALL again.

   b. The Vydec 1800 Selection Program menu will appear so you can select your program.

c. The cursor will automatically be positioned one space to the left of the number 1.



4. **Make sure the cursor is positioned in the margin, pointing to the space to the left of the number for the program you want.**

5. To select and load the program, hold down CODE + SHIFT, then press Escape (⎋) once. Release all keys.
   a. Several pages of characters (code) will flash on the screen. The instructions for the program are being stored in the machine's memory.
   b. The program title appears in the box at the top of the screen.
   c. The first menu question for the program appears on the screen.
   d. The cursor will be positioned after the first question, ready for your answer.

F. INDEXING PARAGRAPH RECORDS FOR PARAGRAPH ASSEMBLY

It is necessary to index paragraph records that will be used in paragraph assembly. The Index is used by the system to locate records, thus speeding the assembly. Without the Index, the system cannot perform its paragraph assembly function. In order to index the paragraph records, you must have loaded the Software and selected LIST & INDEX CREATION (Part E).

Operations

1. Insert the disc with the paragraph records in Disc Drive 2.
2. Answer the menu.

   1. INDEX (1) OR LIST (2) CREATION ?

   a. Enter 1 to create an index.

   b. Press RETURN.

   Default Condition: None. If you just Return, an error message appears.

   2. TRACKS TO BE INDEXED ?

   a. Enter the drive, file, and track(s) you want indexed.

   b. Press RETURN to begin the automatic indexing of the tracks listed.

   Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

3. The system reads the tracks and creates the index of the paragraph records.

   a. The tracks to be indexed and the index itself will alternately flash on the screen.

   b. The index begins on File b, Track 1. It will continue through Track 3 if needed.

4. When the index is complete:

   - The Disc Drive 2 TRACK window will show File b, Track 4.
   - The message "END OF RPP" (Records Processing Program) appears on the screen.

5. Your paragraph records are now ready for paragraph assembly.

G. REQUEST CODES

In order to assemble paragraph records, you must create a Fixed Text Page. The Fixed Text Page is a series of coded requests that call for the paragraph records in the order you want them so you can create a document. Request Codes can only be used with an indexed list. Be sure you know the Request Codes below before starting to create a Fixed Text Page.

R!0089 — *R + ! + Record Key for paragraph.* This requests the record with the Record Key 0089.

R! — *R + !.* This requests the next record on the list. (If the last record was 0089, the R! Request Code would call 0090 to the screen.)

If R! is the first Request Code on the Fixed Text Page, it requests the *first record* on the list.

R!! — *R + ! + !.* This requests the same record to be repeated.

H. CREATING A FIXED TEXT PAGE FOR PARAGRAPH ASSEMBLY WITHOUT VARIABLES

A Fixed Text Page for paragraph assembly without variables is simply a series of "requests." These requests are used to call up specific paragraph records in the order you want them. Be sure you are familiar with the Request Codes (Part G) before you begin.

Operations

1. Work in Word Processing mode.
2. Start record requests at the point on the page where you want your final document to begin. (If you are putting double-space codes [R&] or Bell Sets in, be sure to allow for these extra lines.)
3. If you wish to double space the text, enter R&, then Return. (The system will continue to double space until you enter another R&.)

   NOTE: R& doubles whatever the printer line spacing is set for.

   - If the printer is set at 1, R& will cause it to double space.
   - If the printer is set at 1.5, R& will cause it to triple space.
   - If the printer is set at 2, R& will cause it to quadruple space.

4. If you wish to marginate using CODE + BELL SET commands:

   a. Move cursor to desired left margin.

   b. Press CODE + BELL SET (🔔).

   c. Move cursor to desired right margin.

   d. Press CODE + BELL SET.

   e. Press RETURN.

   NOTE: If you do not want this Return to appear in text, press CODE + Cursor Left key (←) at the beginning of the next line. You could, however, just use it as a blank line between paragraphs.

   Remember that you could also store coded Bell Sets with each paragraph record. Then you would not need to use CODE + BELL SET in the Fixed Text Page.

   EX: R& 🔔 🔔

5. Request a record to begin the new document.

   a. To request any record, type *R + ! + Record Key.*

   EX: R!0007

6. Press RETURN.

7. Request another record.

   a. To request *any* record, type *R + ! + Record Key.*

   b. To request the next record in the list, type *R + !.*

   EX: If 0007 were the first record, the request R! would request record 0008.

   c. To request the *same* record again, type *R + ! + !.*

   EX: If 0007 were the first record, the request R!! would request record 0007 again.

FIXED TEXT PAGE FOR PARAGRAPH ASSEMBLY WITHOUT VARIABLES (SINGLE SPACED)

```
R!001
R!003
R!005
R!002
R!004
R!
R!002
R!!
```

NOTE:

- This Fixed Text Page was created in Word Processing mode.
- Each request is on a separate line.
- The requests have been single spaced. This means that:
  - If the records have no extra line space between the Record Key and the first line of the record, the finished document will be single spaced between paragraphs.

  EX: !001
  The Vydec Text Editor. . . .
  !002

  - If there is an extra line space between the Record Key and the first line of the record, the finished document will be double spaced between paragraphs.

  EX: !001
  The Vydec Text Editor. . . .

  !002

- R! below R!004 requests the next record (005).
- R!! at the bottom requests that record 002 be printed again.

FIXED TEXT PAGE FOR PARAGRAPH ASSEMBLY WITHOUT VARIABLES (DOUBLE SPACED)

R!01
←
R!03
←
R!05
←
R!02
←
R!04
←
R!
←
R!02
←
R!!

NOTE:

- This Fixed Text Page was created in Word Processing mode.
- The extra Return between requests causes the system to skip a line, i.e., double space between paragraphs.
  - —If you have left a blank line between the Record Key and the first line of a record, the system will automatically double space between paragraphs.

  EX: !001
  The Vydec Text Editor. . . .

  !002

  - —Therefore, if you set up your Fixed Text Page as shown, the system would quadruple space between paragraphs.
- R! below R!04 requests the next record (05).
- R!! at the bottom requests that record 02 be printed again.

8. Change margination, if needed, before each new record.
   - If you have coded Bell Sets in the Fixed Text Page, make sure there is a coded Bell Set on the line before the next Record Key.
9. If you have already requested double spacing and you want text following to be single spaced, be sure to type another R&.

10. Repeat until all the Request Codes for the paragraphs you need are on the Fixed Text Page.
11. Store the Fixed Text Page.

FIXED TEXT PAGE WITH BELL SETS (DOUBLE SPACED)

R&
🔔 🔔
R!01
🔔 🔔
R!03
🔔 🔔
R!
R&
🔔 🔔
R!06

NOTE:

- The R& at the top instructs the system to double space the records that follow it (01, 03, 04).
- Since the R& is on the line *above* the Bell Sets, there will be *2* extra blank lines created by the Bell Set line.
  - Using a CODE + Cursor Left key (←) before the Record Key (06) will remove *both* extra blank lines created by the Bell Set line.
- Records 03 and 06 will be block indented.
- The R! below R!03 and the Bell Set calls for the next record, or record 04.
- The R& below R! instructs the system to return to single spacing.
- Both the R& and the Bell Set line(s) will create extra blank lines in the printed document.
  - To leave only one extra blank line between paragraphs 04 and 06, a CODE + Cursor Left key has been entered before R!06.

I. CREATING A FIXED TEXT PAGE FOR PARAGRAPH ASSEMBLY WITH VARIABLES

A Fixed Text Page for paragraph assembly with variables is a series of paragraph record requests and a list of the variable information for each. The Request Codes call up specific paragraph records in the order you want them. The variables you list will be inserted in the paragraph record where Switch Codes appear. Be sure you are familiar with the Request Codes (Part G) before you begin.

Operations

1. Work in Word Processing mode.
2. Start record requests at the point on the page where you want your final document to begin. (If you are putting double-space codes [R&] or Bell Sets in, be sure to allow for these extra lines.)

3. If you wish to double space the text, enter R&, then Return. (The system will continue to double space until you enter another R&.)

   NOTE: R& doubles whatever the printer spacing is set for.

   - If the printer is set at 1, R& will cause it to double space.
   - If the printer is set at 1.5, R& will cause it to triple space.
   - If the printer is set at 2, R& will cause it to quadruple space.

4. If you wish to marginate using CODE + BELL SET commands:

   a. Move cursor to desired left margin.

   b. Press CODE + BELL SET (🔔).

   c. Move cursor to desired right margin.

   d. Press CODE + BELL SET.

   e. Press RETURN.

   NOTE: If you do not want this Return to appear in text, press CODE + Cursor Left key (←) at the beginning of the next line. You could, however, just use it as a blank line between paragraphs.

   Remember that you could also store coded Bell Sets with each paragraph record. Then you would not need to use CODE + BELL SET in the Fixed Text Page.

   EX: R& 🔔 🔔

5. Request a record to begin the new document.

   a. To request any record, type *R + ! + Record Key.*

   EX: R!0007

   b. Press RETURN.

6. To enter variables

   a. Type variable copy.

   b. Type a Switch Code (//) after each variable. If more than one variable is needed, type each variable immediately after the Switch Code for the one before it.

   EX: John Doe//Jane Doe//

7. Press RETURN.

8. Request another record.

   a. To request *any* record, type *R + ! + Record Key.*

   b. To request the next record in the list, type *R + !.*

   EX: If 0007 were the first record, the request R! would request record 0008.

   c. To request the *same* record again, type *R + ! + !.*

   EX: If 0007 were the first record, the request R!! would request record 0007 again.

FIXED TEXT PAGE WITH VARIABLES

```
R!001
Jane Doe//
←
R!006
John Doe//Eunice Doe// Eunice Doe//Patrick·Brown//
←
R!007
R!
←
R!005
Joseph Smith//
```

NOTE:

- This Fixed Text Page was created in Word Processing mode.
- Each request is on a separate line. The variables for that record are on another line directly below the Request Code and can be entered in wraparound.
- Look at the paragraph records on page 000 to see how these variables fit in.
- There are no margination codes on this Fixed Text Page. The document will be marginated according to the Bell Sets in the paragraph records.
- The extra Returns between record requests will cause the system to double space between paragraphs.

9. Change margination, if needed, before each new record.
   - If you have Bell Sets in the Fixed Text Page, make sure there is a Bell Set on the line before the next Record Key.

10. If you have already requested double spacing and you want text following to be single spaced, be sure to type another R&.

11. Repeat until all the Request Codes for the paragraphs you need are on the Fixed Text Page.

12. Store the Fixed Text Page.

To create a document from paragraph records, you must answer the Document Assembly & Print menu. There are several rules to follow when entering disc drive, file, and track locations.

1. There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

   EX: d2,b5

2. If you are listing a *range* of tracks, separate the numbers with a hyphen.

   EX: d2,b5-8
   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper or lower case.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2,b5 = Disc Drive 2, File b, Track 5.
3 = Disc Drive 1, File a, Track 3.

The default condition for a question is given with the question.

If you will be using the DAP program frequently, you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions, see SAVING/RECALLING THE MENU in the REFERENCE DATA section.)

Be sure the paragraphs you want to use have been put in record form (Part A – without variables, Part B – with variables) and that they have been indexed. You must also have a Fixed Text Page (Part H – without variables, Part I – with variables) to request the paragraph records you want, in the order you want them, and to fill in variables if needed. You must also have loaded the Software and selected DOCUMENT ASSEMBLY & PRINT (Part E).

Operations

1. Insert the disc with the paragraph records in Disc Drive 1.
2. Insert the output disc. in Disc Drive 2. If you are printing only, you need not remove the Software diskette. You can insert the disc with the paragraph records in Disc Drive 2.
3. Answer the menu questions.

1. FIXED TEXT ?

Asks for the location of your fixed text (original page).

a. Enter the drive, file, and track(s).

b. Press RETURN.

Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

2. INDEX (DRIVE 1, 2 OR RETURN) ?

Asks on which drive the index is stored.

a. Enter the number of the drive that contains the disc with the paragraph records.

b. Press RETURN.

Default Condition: If you just Return, system assumes you are not using records.

3. HEADER/FOOTER CONTROL PAGE ?

Asks for the location of the Header/Footer Control Page.

- If you are using a Header/Footer Control Page:

  a. Enter drive, file, and track.

  b. Press RETURN.

- If you are *not* using a Header/Footer Control Page, just press RETURN.

(See Creating Header/Footer Control Page, Part E in Section 4, MARGINATION/REPAGINATION/PAGE NUMBERING.)

Default Condition: If you just Return, system assumes there is no Header/Footer Control Page. If you answer, system assumes Disc Drive 1, File a.

4. PRINT (P), STORE (S) OR BOTH (B) ?

Asks whether you want to print the text, store it, or both.

a. Enter *p, s,* or *b.* (You may use upper- or lowercase letters.)

b. Press RETURN.

Default Condition: If you just Return, the system assumes PRINT.

5. STARTING OUTPUT TRACK ?

Asks whether to store text if *s* or *b* was chosen in Question 4.

NOTE: If the answer to Question 4 is *p* for PRINT, this question is ignored and system goes directly to Question 6.

- If storing:

  a. Enter drive, file, and track.

  b. Press RETURN.

- If *not* storing, just Return and the system will ignore the question.

Default Condition: If you just Return, system assumes you are not storing text.

6. INTERACTIVE/PAGE PAUSE (YES OR NO) ?

Asks if you wish to be Interactive with the system (wish to use the Word Processing mode while text is printing) or if you need a pause at the end of each page to allow you to insert a new sheet of paper.

a. Answer *y* for YES or *n* for NO.

b. Press RETURN.

NOTE: If you are repaginating, answer *y* for YES, since you will want the printer to stop for new paper. To restart the printer after inserting paper, press CODE + SHIFT, then press ESCAPE (◈) *twice.*

(See Interactive Mode, Part K, for operations.)

Default Condition: If you just Return, system assumes NO.

7. PAPER SIZE (IN NUMBER OF LINES) ?

Asks how long your paper is.

a. Enter the number of lines of print that fit on the paper.

b. Press RETURN.

NOTE: To calculate the number of lines, multiply the number of inches of the length of your paper by 6.

Default Condition: If you just Return, the system defaults to 66 lines (for 11-inch paper).

8. PAGINATION (YES OR NO) ?

Asks if you want automatic repagination of text.

a. Answer *y* for YES if repagination is required.

b. Press RETURN.

Default Condition: If you just Return, the system assumes NO.

a. NUMBER OF LINES IN HEADER ?

This question only appears if the answer to Question 8 is YES.

NOTE: Only answer this question if you do *not* have a Header/Footer Control Page (Question 3).

1) Enter the number of blank lines you want in your Header.

2) Press RETURN.

Default Condition: If you just Return, the system assumes zero (0) blank lines in the header.

b. TEXT LENGTH ?

This question only appears if the answer to Question 8 is YES.

1) Enter the number of lines of print you want on final text page.

2) Press RETURN.

NOTE:

- If your text length is less than the paper length, the system will add Returns to the end of the stored text.

  EX: If the text length is 50 lines and paper length is 64, the system will add 14 Returns at the bottom of the text (64 – 50 = 14). If you do *not* want Returns, the answers to Questions 7 and 8b should be the same. This will prevent extra lines (Returns) from showing up if you repaginate again later.

- Total length for Header + Footer + text *cannot* be more than 64 lines. If you indicate a paper size bigger than 64, the system adds 2 subscript symbols across the bottom of the page on line 64 for every line over 64.

Default Condition: None.

(See Section 4, MARGINATION/REPAGINATION/PAGE NUMBERING.)

9. **CHECK FOR OVERSTORE, FRONT PANEL SETTINGS AND RIBBON**

   a. Check menu answers, settings, and ribbon.

   b. Press RETURN. This begins the Document Assembly & Print operation.

K. INTERACTIVE MODE

The Interactive mode allows an operator to work in Word Processing mode with one document while the printer does a Document Assembly operation on another document.

Operations

1. Answer *y* for YES to Question 6 in the Document Assembly menu.
2. As soon as the first page of the Document Assembly operation begins printing, the screen and keyboard automatically become free for Word Processing work.
3. Toggle into Word Processing mode by Pressing CODE + SHIFT + Escape (◈).
4. When Document Assembly finishes the first page of the document, the operator must:

   a. Store or save any Word Processing work that is on the screen.

   b. Press CODE + SHIFT + Escape to return to Document Assembly mode.

   c. A message comes to the screen to tell you that you are in Interactive mode.

   d. Press CODE + SHIFT + Escape again to continue going back and forth between Document Assembly and Word Processing mode.

SECTION 6
DOCUMENT ASSEMBLY & PRINT

This Section explains how to use Document Assembly & Print to create form letters, envelopes, pre-printed forms, and columnar text. Each application requires a different kind of Fixed Text Page (a page that requests the desired information in its correct order or place). All of these applications can also use variables created in Records Processing.

For complete directions on the use of this program to assemble record paragraphs, see Section 5, PARAGRAPH ASSEMBLY.

Also, see Section 4 for directions on using Document Assembly for margination, repagination, and page numbering of existing documents.

OVERVIEW

The Document Assembly & Print operation gives you the ability to assemble text, merge it with variables and print an almost endless variety of documents. For example, you can:

- Generate mass mailings by merging letters or other documents with lists of names.
- Create customized mailings by inserting variables within the letters or documents.
- Merge variable text either with pre-printed forms or with forms you create in Word Processing mode.
- Design specialized charts by arranging the information contained in your records in different ways.

Document Assembly also gives you the ability to automatically

- Marginate.
- Repaginate.
- Add Headers and Footers.
- Number pages.
- Print assembled documents.

(See Section 4, MARGINATION/REPAGINATION/PAGE NUMBERING, for use of this program with existing documents.)

Document Assembly & Print is a diverse tool. Because there are so many things that you can do with the Document Assembly program, we have broken the applications down into steps for you. By turning to the appropriate parts of this Section you will find operations for these tasks.

Before attempting to use the DAP features, be sure you are familiar with what an Input Control Page is (see Section 3, RECORDS PROCESSING), and see Request Codes and Repeat Codes in this Section.

GENERAL STEPS

Creating Form Letters with Variables	Part	Page
• Create a Fixed Text Page for Form Letters (form letter with record and field requests, based on Input Control Page).	A	5
• Load the Software/Select Document Assembly & Print	E	18
• Answer the menu.	F	20

Creating Envelopes for Mass Mailings		
• Create a Fixed Text Page for an Envelope (format of envelope with record and field requests, based on Input Control Page).	B	10
• Load the Software/Select Document Assembly & Print	E	18
• Answer the menu.	F	20

Creating Pre-Printed Forms with Variables		
• Create a Fixed Text Page for Pre-Printed Forms (pre-printed form with record and field requests, based on Input Control Page).	C	13
• Load the Software/Select Document Assembly & Print	E	18
• Answer the menu.	F	20

Creating Columnar Text		
• Create a Fixed Text Page for Columnar Text (columnar format with record and field requests, based on Input Control Page).	D	17
• Load the Software/Select Document Assembly & Print	E	18
• Answer the menu.	F	20

The Request Codes for Document Assembly are used to call records and fields (variables) into position in a document (fixed text). Other codes are used to instruct the system about other document format decisions, such as margins and line spacing.

Request Codes are entered on the Fixed Text Pages. Note that Request Codes can only be used with an indexed list. Below is a list of all the Request Codes available for use in Document Assembly.

R!0089 *R + ! + Record Key.* This requests the record with the record key 0089. The first field of that record (field 01) will automatically print on the screen.

//!4 *// + ! + 4.* This requests field four (04) of the same record.

//!5 *// + ! + 5.* This requests field five (05) of the same record.

EX: Let us say the fixed text is a letter. By putting Request Codes into the fixed text, you create a Fixed Text Page for that letter. The variable text might be the internal address, which is part of record !0089. The Request Codes would call the internal address fields of the record to print with the fixed text of the letter.

R!0089 = John Smith (field 01 called automatically with this Request Code.)
//!4 = Street address
//!5 = City and State
//!8 = ZIP Code

R! *R + !.* This requests the next record on the list. (If the last record was 0089, the R! Request Code would call 0090 to the screen.) Once again, the first field prints automatically.

If R! is the first Request Code in the fixed text, it requests the *first record* on the list.

// *//.* This requests the next field in the same record.

EX: Record 703-21 has two fields.

- Field 01
  shows a part number.
- Field 02
  shows price of the part.

To print part number and price on an order form, set up the form as fixed text and insert the Request Codes.

R!703-21
Part #: //!02
Price: //

R!! *R + ! + !.* Requests same record again, with first field (01) printing again.

↖ The symbol ↖ (CODE + HOME) at the end of a record request stops the first field from automatically printing.

This is useful when the first field in your records is an account number, social security number, etc., and you want to begin a letter with the information contained in the second field (name, internal address, etc.).

R!0098↖ R!0098↖ requests record 0098 with no field 01 automatically printing.

R!↖ R!↖ requests next record with no field 01 automatically printing.

R!!↖ R!!↖ requests same record again with no field 01 automatically printing.

REPEAT CODES

These codes are put on the Fixed Text Page. Repeat Codes tell the 1800 which page of fixed text to use for the next Document Assembly operation.

R↖ *R +* ↖ (CODE + HOME) tells the system to repeat the same page of fixed text.

When printing a one-page mailing in which the variables are name and address, R ↖ (CODE + HOME) tells the 1800 to use the same Fixed Text Page again. The variables from the next desired record will be inserted.

R↖ 2 *R +* ↖ (CODE + HOME) + *2* tells the system that there are two pages of fixed text in the document. The system will "back up" two pages in order to begin the next Document Assembly operation on the first page. You may have any number of pages up to 60.

Fixed Text Pages for form letters are a modified form of the actual text of documents (reports, forms, letters, memos, etc.) which require the addition of variable text.

Some examples of such fixed text are:

- A letter that needs an internal address.
- A pre-printed form that requires the insertion of some variables.

In each case, you might use records or fields created in Records Processing as the variables. Fixed Text Pages for this type of document are set up in the Word Processing mode.

To describe how this is done, we will take you step-by-step through the creation of the Fixed Text Pages of some typical documents. The documents we have chosen were designed to use a list created in Records Processing mode. The list is composed of new subscribers to World Traveler magazine who are eligible to enter a 'Round-the-World Sweepstakes. The fields in each record of the list will be used to supply internal addresses and other variable information. Because these records were created in Records Processing mode, they are already indexed. The Input Control Page, the Fixed Text Pages, and the completed two-page document follow.

Be sure to read the Request Codes section before looking at the sample analysis/procedure described on the next pages.

Operations

1. Work in Word Processing mode.
2. Read to the screen the Input Control Page for the list you are using.
3. Either print the Input Control Page so you can refer to it, or simply note down the numbers of the fields you need.
4. Type the form letter with the record and field requests in the correct places, based on the Input Control Page.
5. Enter a Repeat Code (*R*, CODE + HOME [R ↖]) if you want the system to begin at the top of the letter again during the Document Assembly operation.
6. Store the Fixed Text Page.
7. Recall the Fixed Text Page and insert the correct Record Key for each record you want.
8. Repeat Step 7 for each record you need to use.

Sample Procedures

The first thing you must know is what field number contains the information you need. Since we are using records created in Records Processing mode, we will check the Input Control Page for the list we are using.

Here is the part of the filled-in Input Control Page we need for this example.

R&2 Record Key Identifier //0427

01. Name . . .//Margaret Alexander. . . . . .//
02. Acct. # . . .//23694//
03. Street Address . . .//16 Main Street. . . . . .//
04. City, State, ZIP . . .//New Hope,IL12345. . . . . .//
05. Publication . . .//World Traveler.//
06. Length of subscription . . .//1 yr. .//
07. Phone . . .//(406) 555-3559//
08. Contest Category . . .//B//
09. Title . . .//Ms. .//
10. Last name . . .//Alexander:. . . . .//

FIXED TEXT PAGE FOR A FORM LETTER (Page 1)

January 15, 1981

R!0427
//!03
//

Dear //!09//

As a new subscriber to World Traveler Magazine, we are happy to inform you that you are eligible to enter our 'Round-the-World Sweepstakes. There are three separate contests. Each one is based on the length of subscription. Because you have subscribed for //!06 you are eligible for the prizes in Sweepstakes //!08. The enclosed brochure will explain the prizes in detail. Just fill in the enclosed form and return it to us by June 30, 1981.

Good luck,

J.W. Williams
Publisher

NOTE:

- This Fixed Text Page was created in Word Processing mode.
- R!0427 calls for record 0427 with field 01 automatically printing.
  - If you wanted the first record in the list, you would just put R!.
- //!03 calls for field 03 next.
- // below //!03 calls for the next field (04).
- In the salutation line:
  - //!09 calls for the title (Ms.), which has three characters. This is an exact field with 4 spaces, so the extra space will automatically print. Therefore, the next field request follows immediately.
- The margins were adjusted manually using the Adjust Margin routine.
- Compare these requests with the Input Control Page.

FIXED TEXT PAGE FOR A FORM LETTER (Page 2)

```
                    'ROUND-THE-WORLD SWEEPSTAKES


R!!\
Account #://!02
Name:     //!01
Address:  //!03
          //Contest://!08


Dear World Traveler Magazine:

Please enter my name in your 'Round-the-World Sweepstakes.' I
certify that I am at least 18 years of age.




_____________________________   _____________________________
Signature                       Date


R\2
```

NOTE:

- R!!\ at the top requests the same record with no field 01 automatically printing.
- // under //!03 requests the next field (04).
- Field 04 is an exact field with 25 spaces in it. This means that "Contest" will print in the same location (25 spaces to the right) on every form. Using an exact field keeps the alignment on forms consistent.
- The R\ 2 at the bottom is a Repeat Code that tells the system to go back to the beginning of page 1 to begin the Document Assembly operation.
- Compare these requests with the Input Control Page.

COMPLETED FORM LETTER (Page 1)

January 15, 1981

Margaret Alexander
16 Main Street
New Hope, IL 12345

Dear Ms. Alexander:

As a new subscriber to World Traveler Magazine, we are happy to inform you that you are eligible to enter our 'Round-the-World Sweepstakes. There are three separate contests. Each one is based on the length of subscription. Because you have subscribed for 1 yr. you are eligible for the prizes in Sweepstakes B. The enclosed brochure will explain the prizes in detail. Just fill in the enclosed form and return it to us by June 30, 1981.

Good luck,

J.W. Williams
Publisher

NOTE: This is the assembled document. Compare it with the Input Control Page and the Fixed Text Page.

(For complete directions on creating a finished document, see Part F.)

COMPLETED FORM LETTER (Page 2)

'ROUND-THE-WORLD SWEEPSTAKES

Account #:23694
Name: Margaret Alexander
Address: 16 Main Street
New Hope, IL 12345 Contest:B

Dear World Traveler Magazine:

Please enter my name in your 'Round-the-World Sweepstakes. I certify that I am at least 18 years of age.

_____ _____
Signature Date

NOTE: This is the assembled document. Compare it with the Input Control Page and the Fixed Text Page.

(For complete directions on creating a finished document, see Part F.)

B. CREATING A FIXED TEXT PAGE FOR AN ENVELOPE

You can use the names and addresses in your records created in Records Processing mode as variables to do mass mailings using Document Assembly. You simply need to create a Fixed Text Page for envelopes, just as you did for form letters.

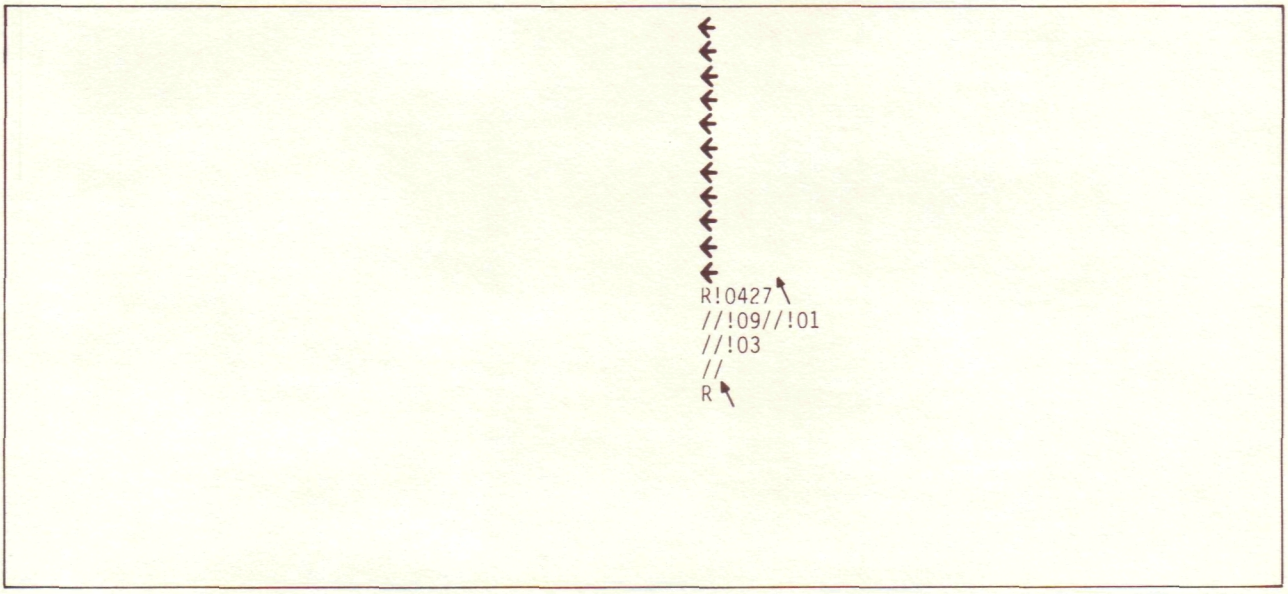
For this, we will use the same Input Control Page as for the form letter.

Operations

1. Work in Word Processing mode.
2. Read to the screen the Input Control Page for the list you are using.
3. Either print the Input Control Page so you can refer to it, or simply note down the numbers of the fields you need.
4. To make sure the name and address print in the correct place on the envelope, you can
   - Set a standard left margin of 40 (for 10 pitch) in the CURSOR POSITION window, or
   - Put a CODE + BELL SET in the Fixed Text Page at the appropriate location.

   NOTE: If you reset left margin in CURSOR POSITION window to 40, and you are using the same variable for an internal name and address on a letter, be sure to insert the letter page in the printer far enough to the right so its margins will be correct.
5. Enter enough Returns so the name will start printing far enough down on the envelope.
6. Enter the record request and field requests in order, based on the Input Control Page for the list you are using.
7. Enter a Repeat Code (*R*, CODE + HOME [↖]) if you want the same format used for the following envelopes.
8. Store the Fixed Text Page.
9. Recall the Fixed Text Page and insert the correct Record Key for each record you want.

FIXED TEXT PAGE FOR AN ENVELOPE



NOTE:

- This Fixed Text Page was created in Word Processing mode.
- The Returns at the top tell the system how far down to start printing.
  - *If you wanted to start with the first record in the list with no field 01* automatically printing, you would enter R!.
  - Field 09 is an exact field with 4 spaces. Since the title (Ms.) has only 3 characters, one space will print after it. Therefore, the field 01 request immediately follow it.
  - R↖ *at the bottom is a Repeat Code that tells the system to repeat this* page of fixed text.
  - Compare this Fixed Text Page with the Input Control Page.

COMPLETED ENVELOPE

Mrs. Margaret Alexander
16 Main Street
New Hope, IL 12345

NOTE: Compare this envelope with the Input Control Page and its Fixed Text Page.

(For complete directions on creating a finished envelope, see Part F.)

Many pre-printed forms require insertion of information from two or more fields on the same line of the form. It is necessary, therefore, when planning your Input Control Page for Records Processing, to make any of the fields used this way *exact* fields. This is to make sure that the fields will print with the correct number of spaces between them.

Operations

1. Work in Word Processing mode.
2. Read to the screen the Input Control Page for the list you are using.
3. Either print the Input Control Page so you can refer to it, or simply note down the numbers of the fields you need.
4. Make sure any fields that are followed by other fields on the same line are exact fields.

   EX: //!02//!04
   In this case, field 02 would have to be an exact field.
5. Fill in the record and field requests in the correct places.
6. Store the Fixed Text Page.
7. Recall the Fixed Text Page and insert the correct Record Key for each record you want.

Sample Procedures

As with any Document Assembly operation that uses variables created in Records Processing, you will select fields based on your Input Control Page for the list you are using.

(See Planning the Input Control Page and Creating the Input Control Page in Section 3, RECORDS PROCESSING.)

Here is part of the filled-in Input Control Page we will need for this example.

R&2 Record Key Identifier //056

01. Company name . . . //OCL, Inc . . . . . //
02. Street Address . . . //2345 East 6 Street . . . . . //
03. City, State . . . //Metropolis, US . . . . . //
04. ZIP . . . //22222//
05. Name . . . //Arthur Johnson . . . . . //
06. Area code . . . //300//
07. Phone . . . //555-5555//
08. Account# . . . //66752 . . . . . //
09. Title . . . //Mktg. Mgr . . . . . //
10. Name . . . //Arthur Johnson, ... //
11. Product . . . //Data Processing . . . . . //

NOTE:

- The exact fields are:

  03. City, State
  04. ZIP
  06. Area code
  07. Phone
  08. Account #
  10. Name
  11. Product

- Fields 05 and 10 are both for "Name."
  - Field 05 is a fixed field and will drop extra spaces. This is necessary for merging name into the body of a document.
  - Field 10 is an exact field and will be used on our pre-printed form. (Notice the comma after the name included in the field.)

FIXED TEXT PAGE FOR PRE-PRINTED FORMS

```
R!056↖

--------------------------------------------------------------------

        //!08            //!11//!01

--------------------------------------------------------------------

          //!10//!09
          //!02
          //    //




--------------------------------------------------------------------

R↖
```

NOTE:

- This Fixed Text Page was created in Word Processing mode.
- R!056↖ calls record 056 without field 01 automatically printing.
- // under //!02 requests field 03.
- // next to this calls for field 04.
- Compare this Fixed Text Page with the Input Control Page.
  - Fields to the *left* of other fields on the same line are *exact* fields (08, 11, 10, 03).
  - Fields farthest to the right (01, 09, 04) are *fixed* fields. There is no need for them to keep the extra spaces, since they can go to the edge of the form.
- R↖ at the bottom tells the system to repeat the same page of fixed text (the form).

COMPLETED PRE-PRINTED FORM

(FIELD 08)	(FIELD 11)	(FIELD 01)
66752	Data Processing	JCL, Inc.

(FIELD 10)	Arthur Johnson	Mktg. Mgr.	(FIELD 09)
(FIELD 02)	2346 East 6 Street		
(FIELD 03)	Metropolis, US	22222	(FIELD 04)

NOTE:

- There are 7 spaces between "66752" and "Data Processing" because the account # field (08) is an exact field containing 12 characters/spaces.
- There are 5 spaces between "Data Processing" and "JCL," because the product field (11) is an exact field containing 20 characters/spaces.
- There are 5 spaces between "Arthur Johnson" and "Mktg. Mgr." because this name field (10) is an exact field containing 20 characters/spaces.
- There are 12 spaces between "US" and "22222" because the state field (03) is an exact field containing 25 characters/spaces.

(See Operations in this section of the Manual for complete directions on use of Document Assembly & Print to create the finished document.)

You create a Fixed Text Page to do columnar text much as you would for pre-printed forms. All variables must be exact fields. This ensures that each field retains its size so the columns will print evenly. You will be using fields as defined on the Input Control Page for the list you are using.

Operations

1. Work in Word Processing mode.
2. Begin with the cursor in the Home position.
3. Enter your record request (per Request Codes section of this manual.
   a. Place a No Field 01 Request Symbol (CODE + HOME [↖]) after your record request, unless you wish the first field to print automatically.
4. Press RETURN.
5. Enter the field requests in the order in which you need to have them appear on that line. Leave the appropriate number of spaces between each field request.

   NOTE:

   - Each field that is requested for columnar work must be an exact field. Therefore, each field of information in a vertical column will be the same size.
   - Each exact field will fit the longest entry in that field. Therefore, in order to have spaces between columns, you need to add spaces between the field requests. These spaces, when added to the number of spaces in the exact field, must be enough to reach the next column to the right.
6. Continue steps 3, 4, and 5 above for as many lines as you need.

NOTE: Headings may be calculated to be centered over the columns before putting your record and field requests in. Or, they may be entered after the document has been assembled.

FIXED TEXT PAGE FOR COLUMNAR WORK

BRANCH	MANAGER		TYPE	PHONE	LOCATION

R!↖
//!9 //!4 //!6 //!7 //!3
R!
//!9 //!4 //!6 //!7 //!3
R!
//!9 //!4 //!6 //!7 //!3
R!
//!9 //!4 //!6 //!7 //!3
R!
//!9 //!4 //!6 //!7 //!3
R!
//!9 //!4 //!6 //!7 //!3
R!
//!9 //!4 //!6 //!7 //!3
R!
//!9 //!4 //!6 //!7 //!3

NOTE:

- This Fixed Text Page was created in Word Processing mode.
- R!↖ at the top calls for the first record on the list with no field 01 automatically printing. (The R!↖ after this one calls for the next records, in sequence, with no first field automatically printing.)
- The spaces between the field number and the slash marks for the next field are identical all the way down the column.
- Because the record request is on a separate line, the entries will be double spaced.
- If you wanted the entries single spaced, you could put the record request (R!↖) at the end of each line, after //!3.

E. LOADING SOFTWARE

To use the Document Assembly & Print feature, the 1800 needs special instructions. These instructions, in the form of programs, are stored on Software/Program diskettes and must be "loaded" into the system.

1. Insert the 1800 Phase 1 Software diskette into Disc Drive 1.
2. Make sure Trace is *off.*

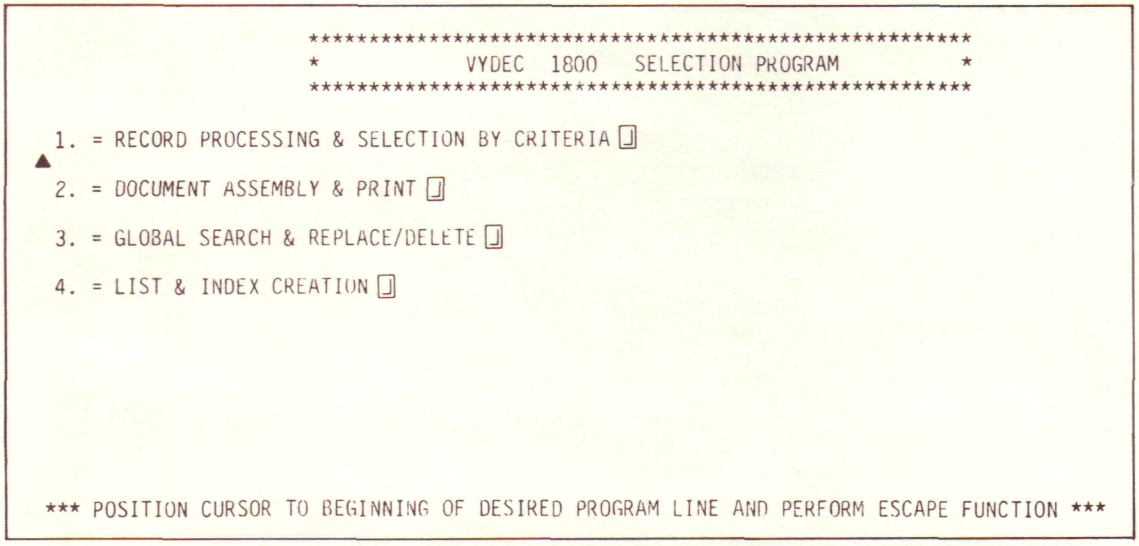
3. Hold down the CODE key and press RCALL once. Then release the CODE key.

   a. Several pages of characters (code) will flash on the screen as the instructions are loading.

   NOTE: If the program does not load and a symbol (∩) appears in the Home position, Trace was on. Press ROLL UP, turn Trace off, and press CODE + RCALL again.

   b. The Vydec 1800 Selection Program menu will appear so you can select your program.

   c. The cursor will automatically be positioned one space to the left of the number 1.



4. Make sure the cursor is positioned in the margin, pointing to the space to the left of the program number for DOCUMENT ASSEMBLY & PRINT.

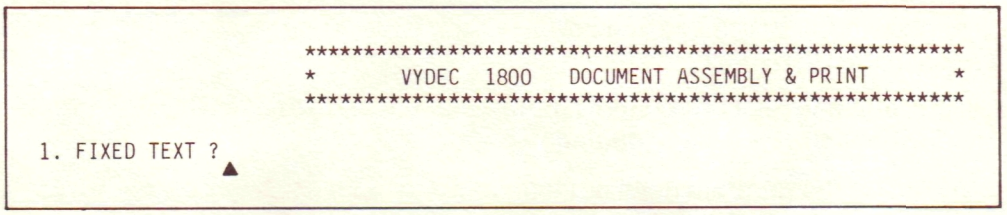
5. To select and load the program, hold down CODE + SHIFT, then press Escape (⇔) once. Release all keys.

   a. Several pages of characters (code) will flash on the screen. The instructions for the program are being stored in the machine's memory.

   b. The program title appears in the box at the top of the screen.

   c. The first menu question for the program appears on the screen.

   d. The cursor will be positioned after the first question, ready for your answer.



F. CREATING THE DOCUMENT

To merge variables created in Records Processing to create form letters, pre-printed forms, envelopes, and columnar text, you must answer the Document Assembly & Print menu.

There are several rules to follow when entering disc drive, file, and track locations.

1. There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

   EX: d2,b5

2. If you are listing a *range* of tracks, separate the numbers with a hyphen.

   EX: d2,b5-8
   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper or lower case.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2,b5 = Disc Drive 2, File b, Track 5.
3 = Disc Drive 1, File a, Track 3.

The default condition for a question is given with the question.

If you will be using the DAP program frequently, you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions see SAVING/RECALLING THE MENU in the REFERENCE DATA section.)

To create these documents, you must have created the records using the Records Processing feature (Section 2) and created a Fixed Text Page to request the records and fields in the order and location you want them. You must also have loaded the Software and selected DOCUMENT ASSEMBLY & PRINT.

Operations

1. Insert the disc with the Fixed Text Page.
2. Insert the disc with the records.
   - If you are storing your documents on an output disc, put the disc with the records in Disc Drive 1 and the output disc in Disc Drive 2. The Fixed Text Page must, therefore, be on one of these discs.
3. Answer the menu questions.

   1. FIXED TEXT?

   Asks for the location of your Fixed Text Page.

   a. Enter the drive, file, and track number.

   b. Press RETURN.

   Default Condition: System assumes Disc Drive 1, File a. If you just Return, an error message appears.

   2. INDEX (DRIVE 1, 2 OR RETURN)?

   Asks on which drive the index is stored.

   a. Enter the number of the drive that contains the disc with the records.

   b. Press RETURN.

   Default Condition: If you just Return, system assumes you are not using records.

   3. HEADER/FOOTER CONTROL PAGE?

   Asks for the location of the Header/Footer Control Page.

   a. Since you are *not* using a Header/Footer Control Page, just press RETURN.

   Default Condition: If you just Return, system assumes there is no Header/Footer Control Page.

   4. PRINT (P), STORE (S) OR BOTH (B)?

   Asks whether you want to print your text, store it, or both.

   a. Enter *p, s,* or *b.* (You may use upper- or lowercase letters.)

   b. Press RETURN.

   Default Condition: If you just Return, the system assumes PRINT.

   5. STARTING OUTPUT TRACK?

   Asks where to store text if *s* or *b* was chosen in Question 4.

NOTE: If the answer to Question 4 for *p* for PRINT, this question is ignored and system goes directly to Question 6.

- If storing:

  a. Enter drive, file, and track.

  b. Press RETURN.

- If *not* storing, just Return and the system will ignore the question.

Default Condition: If you just Return, system assumes that you are not storing text.

6. INTERACTIVE PAGE/PAUSE (YES OR NO)?

Asks if you wish to be Interactive with the system (wish to use the Word Processing mode while text is printing) or if you need a pause at the end of each page to allow you to insert a new sheet of paper.

a. Answer *y* for YES or *n* for NO.

b. Press RETURN.

Default Condition: If you just Return, system assumes NO. (See Interactive Mode, Part G for operations.)

7. PAPER SIZE (IN NUMBER OF LINES)?

Asks how long your paper is.

a. Enter the number of lines of print that fit on the paper.

b. Press RETURN.

NOTE: To calculate the number of lines, multiply the number of inches of the length of your paper by 6.

Default Condition: If you just Return, the system defaults to 66 lines (for 11-inch paper).

8. PAGINATION (YES OR NO)?

Asks if you want automatic repagination of text.

a. Since repagination is not required, just press RETURN.

Default Condition: If you just Return, the system assumes NO.

9. CHECK FOR OVERSTORE, FRONT PANEL SETTINGS AND RIBBON

a. Check menu answers, settings, and ribbon.

b. Press RETURN. This begins the Document Assembly & Print operation.

The Interactive mode allows an operator to work in Word Processing mode with one document while the printer does a Document Assembly operation on another document.

Operations

1. Answer *y* for YES to Question 6 in the Document Assembly menu.
2. As soon as the first page of the Document Assembly operation begins printing, the screen and keyboard automatically become free for Word Processing work.
3. Toggle into Word Processing mode by Pressing CODE + SHIFT + Escape (⏀).
4. When Document Assembly finishes the first page of the document, the operator must:
   a. Store or save any word processing work that is on the screen.
   b. Press CODE + SHIFT + ESCAPE to return to Document Assembly mode.
   c. A message comes to the screen to tell you that you are in Interactive mode.
   d. Press CODE + SHIFT + ESCAPE again to continue going back and forth between Document Assembly and Word Processing mode.

SECTION 1
SEARCH AND REPLACE

This section explains how to use the Search and Replace feature of the Phase II Advanced Editing Package to locate a series of characters in a document and either replace it with others or delete it entirely. It includes loading the Software, selecting the Advanced Editing Package, selecting the Search and Replace feature and answering the menu.

OVERVIEW

Search and Replace gives you the ability to search through a page or document for a particular "string" of characters, and either replace it with new text or delete the original string wherever found.

The term "string" refers to any combination of alphanumeric characters. A string may be a character, a word, or a phrase, but cannot be more than 32 characters in total. The replacement string, or text with which a string is to be replaced, is also limited to 32 characters.

You can also enter a "don't care" character, a code that tells the system you "don't care" what character is in that position in the string and that it should match only on the other characters in the string. You can only search for one string at a time.

The 1800 can be instructed to find and replace/delete a string through the use of the Search and Replace menu.

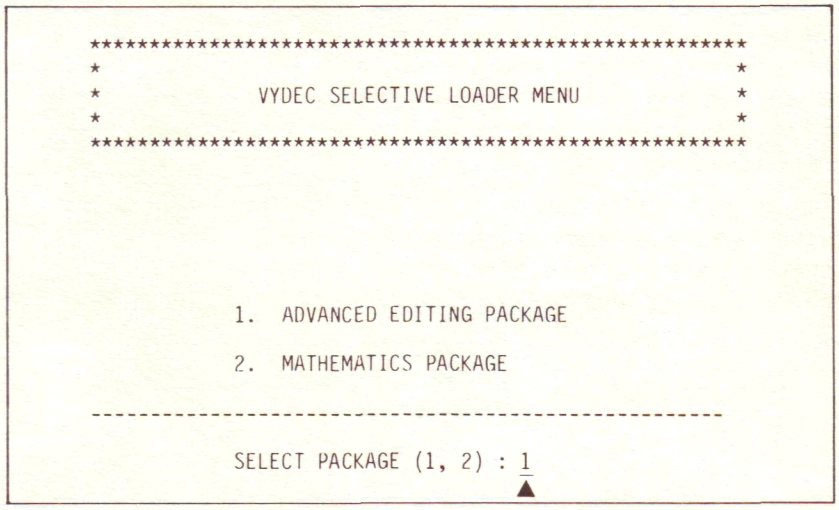
GENERAL STEPS

	Part	Page
• Load the Software/Select Advanced Editing Package.	A	2
• Select the Search and Replace feature.	B	3
• Review Special Function Keys, if necessary.	C	4
• Answer the Search and Replace menu.	D	5

In order to perform a Search/Replace function, the 1800 needs special instructions. These instructions are stored on Software/ Program diskettes and must be "loaded" into the system.

Operations

1. Insert 1800 Phase II Program diskette into Disc Drive 1 (Power must be On).
2. Trace must be *off.*
3. Press CODE + RCALL.
   a. Characters will flash on the screen indicating that the instructions are loading.
   b. The Vydec Selective Loader menu will appear.



   c. The cursor will be at the highlighted 1 next to the instruction SELECT PACKAGE (1, 2) : which appears on the last line of the menu.
4. Since the Search and Replace program is a feature of the Advanced Editing Package, you need not type in a new number because the 1 is already indicated.
5. Press RETURN or PAGE END. (This initiates the loading of the selected program.)
   a. Again, several pages of code flash on the screen, indicating that the Advanced Editing Package is loading.
   b. The Advanced Editing Package menu appears on the screen.

   NOTE: Pressing CODE + RCALL at any time will bring the Selective Loader menu to the screen. This allows you to load a new program at any time.

The Selective Loader menu appears immediately the first time that CODE + RCALL are pressed after Power is turned on. After that, pressing CODE + RCALL will first bring the following message to the screen:

```
**********************************************************
*                                                        *
*       PLEASE INSERT PROGRAM DISK IN DRIVE 1            *
*            - ENTER RETURN WHEN READY -                 *
*                                                        *
**********************************************************
```

This is simply a reminder to insert the Program diskette into Drive 1. Pressing RETURN after this has been done will cause the Selective Loader menu to appear on the screen.

At that point, proceed with steps 4 and 5 of this section.

B. SELECTING THE SEARCH AND REPLACE FEATURE

When you select the Advanced Editing Package from the Vydec Selective Loader menu (see Part A for details), the Advanced Editing Package menu comes to the screen. This menu lists the features available on this software package. Follow the steps below to select the Search and Replace feature.

Operations

1. The cursor will be at the highlighted 1 next to the instruction SELECT FEATURE (1, 2, 3, 4) :, which appears on the last line of the menu.
2. Since you want the Search and Replace feature, just press RETURN or PAGE END.
3. The Search and Replace menu will come to the screen.

```
+*********************************************************
*                                                        *
*             ADVANCED EDITING PACKAGE MENU              *
*                                                        *
**********************************************************


            1.  SEARCH AND REPLACE

            2.  REPAGINATION

            3.  WORD WRAP

            4.  DECIMAL TABBING

---------------------------------------------------------

            SELECT FEATURE (1, 2, 3, 4) : 1
                                          ▲
```

Exiting and Re-entering the Package and Program

Once a specific package or program is "loaded," it is "resident" in the system. That is, it acts as part of the system until a different package or program is loaded. You can at all times move back and forth between a selected package or program and the Word Processing mode. This is called "toggling." When using the Phase II Software, the procedures for toggling are slightly different than they are for the Phase I Software.

To exit the Advanced Editing Package or the Search/Replace program, press the STOP button.

To bring the Advanced Editing Package menu to the screen for another program selection, press CODE + SHIFT + Escape (⟐).

To bring the Search and Replace menu back to the screen, press CODE + HOME (↖).

C. SPECIAL FUNCTION KEYS

When answering the Search and Replace menu, certain keys have different functions than they do in Word Processing mode. These special functions are listed below. Please refer to this chart before using any of the special function keys in ways other than for answering the menu.

Key	Function
CODE + RCALL	A prompt indicating that you must insert Program diskette comes to the screen.
CODE + SHIFT + Escape	Advanced Editing Package menu comes to the screen.
Cursor Down	Acts the same way as RETURN. Cursor goes to next menu question.
Cursor Left	Will not go beyond left edge of menu's response (past the colon [:]).
Cursor Right	Limited to right edge of menu's response field (rightmost edge of screen).
Cursor Up	Moves cursor to previous response field. If cursor is at first response field, cursor moves to last response field in the menu.

HOME	Cursor moves to first response field in menu.
PAGE END	Causes menu scan.
RETURN	Moves cursor to next response field. If cursor is at last response field, cursor moves to first response field in the menu.
ROLL UP	Replaces the menu on the screen with the default menu (the complete menu with the default answers filled in) for the features being used.

D. ANSWERING THE SEARCH AND REPLACE MENU

In order to perform its Search and Replace operation, the system needs to know what string to search for, what to replace it with, where the document is located, and where to store output. This information is given to the system when you answer the Search and Replace menu.

There are several rules to follow when entering disc drive, file, and track locations.

1. There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

   EX: d2,b5

2. If you are listing a *range* of tracks, separate the numbers with a hyphen.

   EX: d2,b5-8
   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper- or lowercase.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2,b5 = Disc Drive 2, File b, Track 5.
3 = Disc Drive 1, File a, Track 3.

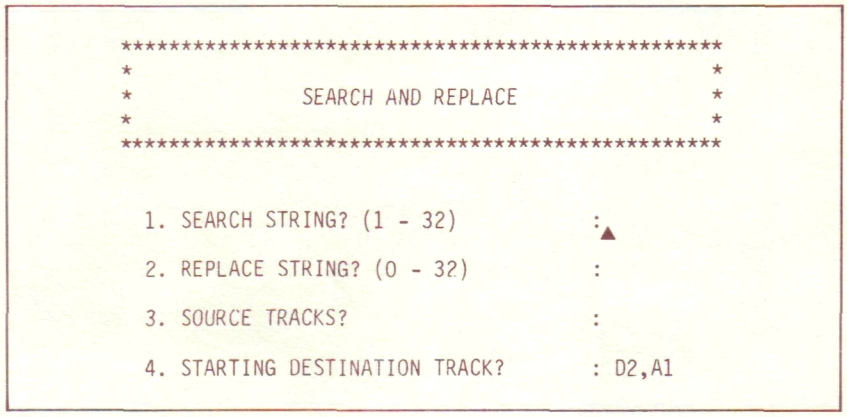
Other default conditions for a question are given with the question on the screen.

If you will be using the GSR program frequently, you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions see SAVING/RECALLING THE MENU in the REFERENCE DATA section.)

To have the Search and Replace menu on the screen you must have loaded the Software and selected the Advanced Editing Package (Part A), then answered the menu to select the Search and Replace feature (Part B).

Operations

1. Insert the output disc in Disc Drive 2, if necessary.
2. When the Search/Replace menu appears on the screen, the cursor will be at the end of the first line, just beyond the colon.



NOTE: If you do *not* wish to use the Search/Replace feature at this time, but wish to have it easily accessible, simply toggle into Word Processing mode by pressing the STOP button and continue with Word Processing operations.

When you are ready to perform the Search/Replace function, press CODE + HOME (↖). Trace *must* be *off.* The Search/Replace menu will reappear.

Remember that if you were to press CODE + SHIFT + Escape (⏀) instead of CODE + HOME, the Advanced Editing Package menu would appear.

3. Answer the menu questions according to the guidelines given below.

   NOTE: Remember that while the menu is on the screen, the functions of certain keys change from the way they act when you are in the Word Processing mode. (See Part C, Special Function Keys.)

1. SEARCH STRING? (1-32):

This question asks you to identify the string you wish to search for. The 1-32 in parentheses indicates that the length of your search string is limited to 32 characters.

a. Enter the search string.

b. Press RETURN or Cursor Down to position your cursor at the next question.

- The system will not allow you to type more than 32 characters. It will simply continue to overstrike the last character on that line if you try to.
- You may also use a "don't-care" character in your search string. A "don't-care" character is indicated by pressing CODE + SAVE (∪). When entered in the search string, the system will disregard any character that appears in the position where CODE + SAVE is found and match exactly on the rest of the string.

EX: You wish to search through a document for any occurrence of 1200, 1400, 1800, and replace it with the string 4200. Notice that the second character of each of these strings is different.

Instead of doing a separate search/replace sequence for each string, you simply enter the common characters of the string with a CODE + SAVE as the second character. Wherever you enter a CODE + SAVE, you will see a blinking character on the screen.

1. SEARCH STRING? (1-32): 1∪00

Note that in this example, any string having a 1 before and 00 following the "don't-care" character, such as 1100, 1200, 1a00, 1B00, 1/00, etc., will be replaced by 4200.

2. REPLACE STRING? (0-32) :

This question asks for the string you wish to replace with. The 0-32 in parentheses indicates that the length of your replacement string is limited to 32 characters. The 0 indicates that you can enter nothing (for delete).

a. Press RETURN or Cursor Down to move to the next question.

b. Enter the replace string.

- The system will not allow you to type more than 32 characters. It will simply continue to overstrike the last character on that line if you try to.
- If you wish to *delete* the search string throughout a page/document, you must leave this area empty. This is why the menu entry says *0*-32, rather than 1-32. A zero means that you would not enter anything after the colon. A "null string," as this is called, tells the system that you wish to replace your search string with nothing. Thus, the string you searched for will be deleted.

3. SOURCE TRACKS? :

Source tracks refer to the tracks where the original text (page or document) to be searched for is located.

a. Enter the disc drive, file, and track(s) for the document you want to search.

b. Press RETURN or Cursor Down.

Default Condition: System assumes Disc Drive 1, File a.

4. STARTING DESTINATION TRACK? : D2,A1

This refers to the track where output will begin to store. A default of Drive 2, File A, Track 1 is already defined when the menu is brought to the screen.

a. You may change this by overstriking the D2,A1 with the location (disc drive, file, and tracks) of the document you want to search through if you wish to overstore the original. Or you may enter some other location if you wish to leave the original document intact.

b. Press RETURN or Cursor Down.

Default Condition: If you change the default answer, system assumes Disc Drive 1, File A.

NOTE: The use of a replace string that is longer than the search string may cause output to be longer than the original text. Therefore, it is recommended that the original tracks *not* be used as destination tracks. Otherwise, text on tracks following the original may be overstored.

4. After the menu questions have been answered, press PAGE END.

   - This indicates a menu "scan."

     If there are any errors, they will appear in the box at the top of the menu. The cursor will move to the question that needs correcting. A list of error messages, their cause and solution are given in the REFERENCE DATA section at the end of the Manual.

   - As soon as the search and replace operation is completed, a message appears on the screen showing the total number of replacements:



SECTION 2
REPAGINATION

This section describes how to prepare text for repagination, how to create a Header/Footer Control Page, how to load Software, and how to select the Advanced Editing Package, select the Pagination feature, and answer the Repagination menu.

OVERVIEW

Repagination gives you the ability to repaginate existing text into pages of equal length. This is often required after revising text in which deletions and insertions have caused pages to be of unequal lengths. Using this program, the system can not only repaginate, but can also allow for Headers and Footers, should there be any. To add Headers and/or Footers, you must create a Header/Footer Control Page. This feature also offers widow and orphan line protection in addition to block protection, and recognizes page break codes.

If you wish to use the Repagination feature, there are certain points which you should consider when you prepare your text. These points are outlined in Text Preparation, Part A.

NOTE: This feature can only be used for *storing* text, not for printing.

GENERAL STEPS

	Part	Page
• Prepare text for Repagination.	A	2
• Create a Header/Footer Control Page if needed.	B	3
• Load Software/Select Advanced Editing Package.	C	5
• Select Repagination feature.	D	6
• Review Special Function keys, if necessary.	E	8
• Answer the menu.	F	9

As stated earlier, there are certain points to consider when you prepare text that will be repaginated.

Skip Codes

During repagination, text lines beginning with a single Skip Code ([↑]) (such as Operator Instruction Lines) will be removed to and including the Return. (←) This does not happen if there is a space or other alphanumeric character before the Skip Code.

1. A Skip Code anywhere else on the line acts like a normal Skip Code.
2. Lines beginning with two Skip Codes ([↑][↑]) will be recognized as system command lines (for those using the Text Printer). They will be kept in the text during repagination. These lines are not counted as lines of text during repagination.

Blank Lines

Blank lines, shown on screen by a Return (←) at the left margin, will be removed during repagination with the following exception:

- A single blank line following text that ends with a Skip Code will not be removed.
- A blank line with one or more spaces before the Return will not be removed.

Therefore, if you wish to keep several blank lines in your text to separate steps, paragraphs, etc., make sure that you use Skip Codes at the end of the sections, and insert a space before the Return on each blank line.

Page Break Codes

The Page Break Code [▯] (CODE + PAGE END), tells the system that text following this code symbol must be brought to the top of the next page during the repagination process.

The Page Break Code must be:

1. The last character on a line, or
2. On a line by itself and followed by a Return.

Block Protection

By using Block Protection Codes, you can protect blocks of text that should appear as a unit on a page. During repagination, if a block-protected area is reached and will not fit in the number of lines left, the system will automatically end the page and start a new page.

Block protection must begin and end on the same track. It will not carry from track to track.

To block protect an area:

1. Move the cursor to the left margin of the blank line preceding the area you want protected.
2. Press CODE + BRITE START (▽).
3. Move the cursor to the end of the last line of the area you want protected.
4. Press CODE + BRITE STOP (△).

   NOTE: System Command Lines (for the Text Printer) are invalid within this protected area.

B. CREATING A HEADER/FOOTER CONTROL PAGE

The Control Page for Headers and Footers allows the automatic insertion of constant text at the beginning and end of each page of text. The Control Page also allows the automatic insertion of page numbers in the final, assembled document.

Operations

FOR HEADERS

1. Work in Word Processing mode.
2. Send the cursor Home.
3. Input the Header Command.
   a. Type two Skip Codes (↑ ↑).
   b. Type the letter H.
   c. Press RETURN. (This Return will not count as a line during output.)
4. Keyboard the text for the Header. You may also use blank lines as the Header.

HEADER COMMAND

↑ ↑ H
←
←
←
←
←

5 BLANK LINES IN HEADER

5. To end the Header

   a. If you have a Footer, enter a Footer Command. (See instructions below.)

   b. If you do not have a Footer:

      1) Press PAGE END to make sure that there is nothing else on the page.

      2) Store the Header Control page.

NOTE: Header may contain Page Numbering. (See Page Number Command below.)

FOR FOOTERS

1. Work in the Word Processing mode.

   a. Begin in Home position if there is no Header Command.

   b. Begin at left edge of screen immediately below Header text or blank lines if there is a Header Command.

FOOTER COMMAND



2. Input the Footer Command.

   a. Type two Skip Codes ( ).

   b. Type the letter F.

   c. Press RETURN. (This Return will not count as a line during printout.)

3. Keyboard the text for the Footer. You may also use blank lines as the footer.

4. Store the (Header/) Footer Control Page.

   NOTE: Footer may contain Page Numbering. (See Page Number Command below.)

PAGE NUMBER COMMAND

The system can automatically insert numbers on a page. These instructions are inserted into the Header/Footer Control Page.

1. Move the cursor to the left margin of the blank line preceding the area you want protected.

PAGE NUMBERING

2. Press CODE + LINE ENTER ( ). (Repeat this entry for each digit in the highest possible page number.)



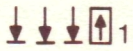
   EX: If you wish to print to 100, enter CODE + LINE ENTER three times (once for each digit).

3. Type the starting page number.



   EX: If you want your first page to start numbering with 10, this would be your starting page number.

4. Press RETURN



NOTE: If you do not wish to have the first page of text numbered, type a Skip Code after the last CODE + LINE ENTER symbol.

If you want the second page to start with #1, enter number 1 after the Skip Code.



In order to perform the Repagination operation, the 1800 needs special instructions. These instructions are stored on Software/Program diskettes and must be loaded into the system.

Operations

1. Insert 1800 Phase II Program diskette into Disc Drive 1 (Power must be On).
2. Trace must be *off*.
3. Press CODE + RECALL.
   a. Characters will flash on the screen indicating that the instructions are loading.
   b. The Vydec Selective Loader menu will appear.

```
**********************************************************
*                                                        *
*              VYDEC SELECTIVE LOADER MENU               *
*                                                        *
**********************************************************



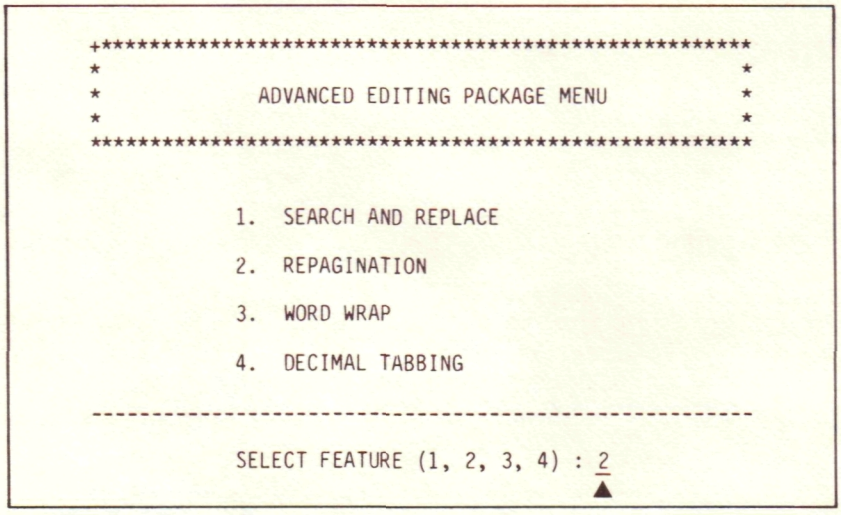

              1.  ADVANCED EDITING PACKAGE

              2.  MATHEMATICS PACKAGE

--------------------------------------------------------

              SELECT PACKAGE (1, 2) : 1
                                      ▲
```

   c. The cursor will be at the highlighted 1 next to the instruction SELECT PACKAGE (1,2): which appears on the last line of the menu.
4. Since the Repagination program is a feature of the Advanced Editing Package, you need not type in a new number because the 1 is already indicated.



3. RETURN or PAGE END.

4. The Repagination menu will come to the screen.

Exiting and Re-entering the Package and Program

Once a specific package or program is "loaded," it is "resident" in the system. That is, it acts as part of the system until a different package or program is loaded. You can at all times move back and forth between a selected package or program and the Word Processing mode. This is called "toggling". When using the Phase II Software, the procedures for toggling are slightly different than they are for the Phase I Software.

To exit the Advanced Editing Package or the Repagination program, press the STOP button.

To bring the Advanced Editing Package menu to the screen for another program selection, press CODE + SHIFT + Escape (◈).

To bring the Repagination menu back to the screen, press CODE + HOME (↖).

E. SPECIAL FUNCTION KEYS

When answering the Repagination menu, certain keys have different functions than they do in Word Processing mode. These special functions are listed below. Please refer to this chart before using any of the special function keys in ways other than for answering the menu.

Key	Function
CODE + RCALL	A prompt indicating that you must insert Program diskette comes to the screen.
CODE + SHIFT + Escape	Advanced Editing Package menu comes to the screen.
Cursor Down	Acts the same way as a RETURN. Cursor goes to next menu question.
Cursor Left	Will not go beyond left edge of menu's response field (past the colon [:]).
Cursor Right	Limited to right edge of menu's response field (rightmost edge of screen).
Cursor Up	Moves cursor to previous response field. If cursor is at first response field, cursor moves to last response field in the menu.
HOME	Cursor moves to first response field in menu.
PAGE END	Causes menu scan.
RETURN	Moves cursor to next response field. If cursor is at last response field, cursor moves to first response field in the menu.
ROLL UP	Replaces the menu on the screen with the default menu (the complete menu with the default answers filled in) for the feature being used.

In order to repaginate text, the system needs to know where your original document is stored, where to store the output, where your Header/Footer Control Page is stored (if needed) and how to reformat the text. This information is given to the system when you answer the Repagination menu.

There are several rules to follow when entering disc drive, file, and track locations. There should be no space between the "d" for drive and the drive number, nor between the file letter and track number. The drive number should be separated from the file letter by a comma.

EX: d2, b5

2. If you are listing a *range* of tracks, separate the numbers with a hyphen.

   EX: d2, b5-8
   This indicates that Tracks 5, 6, 7, and 8 will be used.

3. You may type the letters "d," "a," and "b" in either upper- or lowercase.

For ease of answering the menu, the system has default conditions. A default condition is an answer the system automatically assumes to be correct unless you tell it otherwise. In some cases, the system defaults to a specific answer if you just press RETURN. For some questions that request disc, file, and track locations, the system defaults to Disc Drive 1, File a.

EX: d2, b5 = Disc Drive 2, File b, Track 5.
3 = Disc Drive 1, File a, Track 3.

Other default conditions for a question are given with the question on the screen.

If you will be using the Repagination program frequently, you might want to save the completed menu so it can be recalled later. Then, all you would have to do is quickly change any answers necessary. (For complete directions see SAVING/RECALLING THE MENU in the REFERENCE DATA section.)

Make sure you have prepared your text for Repagination and created a Header/Footer Control Page if you need one.

To have the Repagination menu on the screen you must have loaded the Software and selected the Advanced Editing Package, (Part C), then answered the menu to select the Repagination feature (Part D).

Operations

1. Insert output disc in Disc Drive 2.
2. When the Repagination menu appears on the screen, the cursor will be at the end of the first line, just beyond the colon.

```
**************************************************
*                                                *
*                  REPAGINATION                  *
*                                                *
**************************************************

  1. SOURCE TRACKS?                             :
                                                 ▲
  2. STARTING DESTINATION TRACK?                : D2,A1

  3. TEXT LENGTH? (0 - 64)                      : 0

  4. HEADER/FOOTER CONTROL PAGE? (NO, TRACK)    : N

  5. LINE SPACING? (1, 1.5, 2)                  : 1

  6. PAPER LENGTH? (3 - 99 LINES)               : 66
```

NOTE: If you do *not* wish to use the Repagination feature at this time, but wish to have it easily accessible, simply toggle into Word Processing mode by pressing the STOP button and continue with Word Processing operations.

When you are ready to perform the Repagination function, press CODE + HOME (↖). Trace must be *off*. The Repagination menu will reappear.

Remember that if you were to press CODE + SHIFT + Escape (⏀) instead of CODE + HOME, the Advanced Editing Package menu would appear.

3. Answer the menu questions according to the guidelines given below.

NOTE: While the menu is on the screen, the function of certain keys changes from the way they act when you are in the Word Processing mode. (See Part E, Special Function Keys.)

1. SOURCE TRACKS?

Source tracks refer to the tracks where the original text (page or document) to be repaginated is located.

a. Enter the disc drive, file, and track(s) for the document you want to repaginate.

b. Press RETURN or Cursor Down.

Default Condition: System assumes Disc Drive 1, file A.

2. STARTING DESTINATION TRACK? : D2,A1

This refers to the track where output will begin storing. A default of Drive 2, File A, Track 1 is already defined when the menu is brought to the screen.

a. You may change this by overstriking the D2,A1 with the location (disc drive, file, and tracks) of the document you want to search through if you wish to overstore the original. Or you may enter some other location if you wish to leave the original intact.

b. Press RETURN or Cursor Down.

Default Condition: If you change the default answer, system assumes Disc Drive 1, File A.

3. TEXT LENGTH (0-64)? : 0

This question refers to the number of lines per page that are to be calculated during the repagination sequence.

a. You may either leave the default (0) or overstrike the 0 with another number.

- If you accept the default (0), the machine will calculate the number of lines to fit on each page (using the information you give in Questions 5 and 6).
- If you do not accept the default, you may calculate and enter the number of lines of print that fit on the paper you are using.
- To calculate this:

  1) Multiply the length of paper in inches by 6 ($11 \times 6 = 66$).

  2) If you are using line spacing other than single, multiply the above number by the line spacing factor:

     Double Spacing, multiply by ½ ($66 \times ½ = 33$)
     Space and a Half, multiply by ⅔ ($66 \times ⅔ = 44$)

  3) Subtract the number of lines in the Header and Footer from this number.

- This is the maximum number of lines that will fit on the paper.

b. Press RETURN or Cursor Down.

Default Condition: If you just Return or Cursor Down, system assumes 0.

SECTION 3
WORD WRAP

This section explains how to use the Word-Wrap feature of the Advanced Editing Package to input *new, marginated* text, without having to Return at the end of each line. It includes loading the Software, selecting the Advanced Editing Package, and selecting the Word-Wrap feature

OVERVIEW

This feature allows you to input marginated text without having to Return at the end of each line. Word-Wrap simply means that whenever you enter a word that would extend beyond the predetermined right margin, the system will automatically bring the entire word down to the beginning of the next line. Therefore, you will not have to make end-of-line hyphenation decisions, either. Entering block-indented text is also made easier because the system automatically creates the necessary left and right margin indentation.

The left and right margins are set by means of an adjustable format ruler.

Several columns of text may be created on a page using this mode. This makes it easy to type multicolumnar text. All you have to do is call up the format ruler again and set new margins. It is important to note that Word Wrap should only be used for *inputting new* multicolumnar text, and is not for heavy revisions. This is because you cannot adjust the margins for each column separately after revising. When you adjust margins in Word Processing mode, the columnar text merges and you lose the blank spaces between columns.

Another advantage of using the Word-Wrap feature is that you can enter text to the *left* of the format ruler's left margin setting. This is very efficient when you want to put notes or other text in the left margin, and you don't want to have to block indent the body of your text.

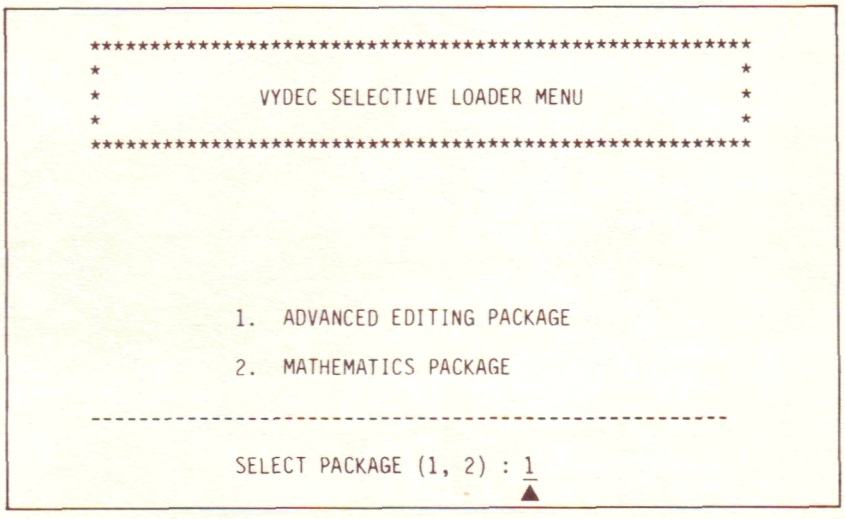
GENERAL STEPS

	Part	Page
• Load Software/Select Advanced Editing Package.	A	2
• Select Word-Wrap feature.	B	3
• Set margins using format ruler/enter text.	C	4
• Edit and correct input text.	D	6
• Initiate Trim Function, if desired.	E	7
• Enter multicolumnar text.	F	7

In order to perform the Word-Wrap operations, the 1800 needs special instructions. These instructions are stored on Software/Program diskettes and must be loaded into the system.

Operations

1. Insert 1800 Phase II Program diskette into Disc Drive 1 (Power must be On).
2. Trace must be *off.*
3. Press CODE + RCALL.
   a. Characters will flash on the screen indicating that the instructions are loading.
   b. The Vydec Selective Loader menu will appear.



   - The cursor will be at the highlighted 1 next to the instruction SELECT PACKAGE (1, 2) : which appears on the last line of the menu.

4. Since the Word-Wrap program is a feature of the Advanced Editing Package, you need not type in a new number because the 1 is already indicated.
5. Press RETURN or PAGE END. (This initiates the loading of the selected program.)
   a. Again, several pages of code flash on the screen indicating that the Advanced Editing Package is loading.
   b. The Advanced Editing Package menu appears on the screen.

NOTE: Pressing CODE + RCALL at any time will bring the Selective Loader menu to the screen. This allows you to load a new program at any time.

The Selective Loader menu appears immediately the first time that CODE + RCALL are pressed after Power is turned on. After that, pressing CODE + RCALL will first bring the following message to the screen:

```
******************************************************
*                                                    *
*       PLEASE INSERT PROGRAM DISK IN DRIVE 1        *
*            - ENTER RETURN WHEN READY -             *
*                                                    *
******************************************************
```

This is simply a reminder to insert the Program diskette into Drive 1. Pressing RETURN after this has been done will cause the Selective Loader menu to appear on the screen.

At that point, proceed with steps 4 and 5 of this section.

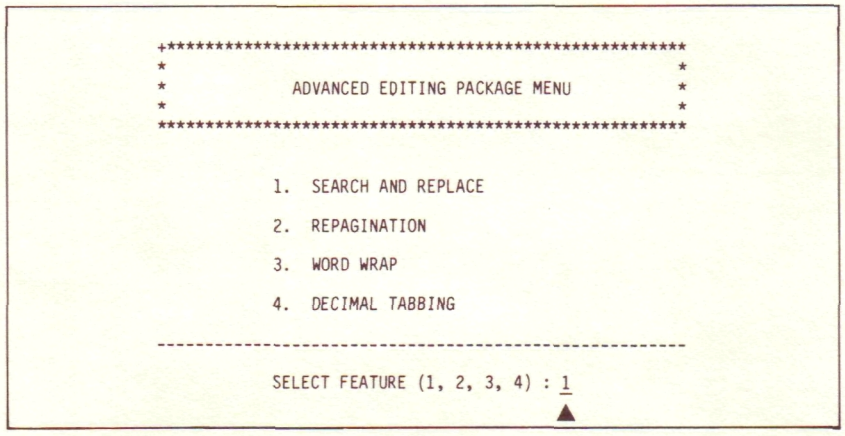
B. SELECTING THE WORD-WRAP FEATURE

When you select the Advanced Editing Package from the Vydec Selective Loader menu (see Part A for details), The Advanced Editing Package menu comes to the screen. This menu lists the features available on this software package.

Follow the steps below to select the Word-Wrap feature.

Operations

1. The cursor will be at the highlighted 1 next to the instruction SELECT FEATURE (1, 2, 3, 4) : which appears on the last line of the menu.



2. Since you want the Word-Wrap feature, overstrike the 1 with a 3.
3. Press RETURN or PAGE END.
4. The format ruler will come to the screen.

Exiting and Re-Entering the Package and Program

Once a specific package or program is "loaded," it is "resident" in the system. That is, it acts as part of the system until a different package or program is loaded. You can at all times move back and forth between a selected package or program and the Word Processing Mode. This is called "toggling." When using the Phase II Software, the procedures for toggling are slightly different than they are for the Phase I Software.

To bring the Advanced Editing Package menu back to the screen for another program selection, press CODE + SHIFT + Escape (⟲).

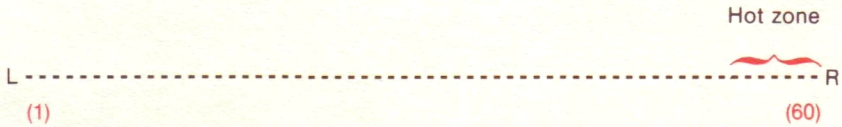
To exit and re-enter Word-Wrap, see Part D.

C. ENTERING TEXT IN WORD WRAP

In order to enter text in Word-Wrap mode, you must first set margins using the format ruler. To bring the format ruler to the screen, you must load the Software, select the Advanced Editing Package (Part A), and select the Word-Wrap feature (Part B).

Operations

1. When you select Word Wrap, an adjustable format ruler appears on the screen at the line the cursor is on.



L represents the left margin and is set at 1; R represents the right margin and is set at 60. The Bell Set is at 53, leaving a standard Hot Zone of 7 spaces.

NOTE: The Bell Set position is not indicated. It is automatically set by the right margin location. As you change the right margin, the Bell Set position also changes.

2. Modify the ruler, if necessary.
   - To change the left margin, press L.
     a. The cursor moves to the left margin and "attaches" itself to the L.
     b. As you press the Cursor Right key, you will see the cursor move the L to the right.
     c. To move the left margin back, simply press the Cursor Left key.
   - To change the right margin, press R.
     a. The cursor moves to the right margin and "attaches" itself to the R.
     b. As you press the Cursor Right key, you will see the cursor move the R to the right.
     c. To move the right margin back, simply use the Cursor Left key.

   NOTE: You cannot make the ruler smaller than 10 characters.

3. Press RETURN. This causes the ruler to disappear from the screen. The cursor moves to the left margin setting.
4. Type text.
   - As text is entered, it will automatically conform to the margins established in the format ruler.
   - Full words will "wrap" down to the beginning of the next line. There will be no end-of-line hyphens needed.

To change margins while in Word-Wrap

1. Press ADJST MARGN.
   - This brings the format ruler back to the screen at whatever line the cursor is on.
   - If the cursor was positioned on a line of text, that line of text and all the text below it will move down to make room for the format ruler.
2. Modify the ruler using the procedures in 2 above.
3. Press RETURN.
   - The format ruler will disappear from the screen.
   - If it had appeared between text lines, when it disappears, the text lines will close up again.

E. TRIM FUNCTION

As you enter text in Word-Wrap mode, the system enters enough spaces to fill in the rest of that line (to the right margin). These blank spaces, which the system enters just before the Returns, may cause gaps to appear in the text if you later remarginate.

To avoid this, you may use an automatic trim function. This deletes all nonbrightened spaces at the end of each line on the screen.

To use the trim function, press CODE + LINE END (||) at any time while Word Wrap is on. The cursor will go to the beginning of the text and quickly move through it, deleting all the blank spaces at the ends of lines.

F. TO TYPE MULTICOLUMNAR TEXT USING WORD-WRAP

In order to enter multicolumnar text, you must have loaded the Software and selected the Advanced Editing Package (Part A), then answered the menu to select the Word-Wrap feature (Part B). You should now have the format ruler on the screen.

Operations

1. Using the format ruler, set the left and right margins (Part C) for the first column of text.
2. Press RETURN.
3. Type the text.
4. Move the cursor to the line where you wish the next column of text to start.
5. Bring up the format ruler again.

   NOTE: Because you have moved the cursor with one or more of the Cursor Direction keys, you have exited Word-Wrap. Therefore:

   a. Press CODE + HOME (↖) to re-enter Word-Wrap mode and bring the format ruler to the screen.

   b. Then press ADJST MARGN. This resets the format ruler margins as they were before you exited the program.

6. Using the format ruler, set the left and right margins for the next column of text.

7. Press RETURN.

   NOTE: This causes the format ruler to disappear from the screen. The cursor will be at the left margin of the next column. As you type, the first column will be protected. Text will wrap to the indent level of the next column.

8. Type the next column of text.

9. Continue steps 3-6 for as many columns as necessary.

SECTION 4
DECIMAL TABBING

This section describes how to use the Decimal Tabbing feature to automatically align decimal points in a column when you input text and how to enter flush-right columns. The Decimal Tabbing feature is part of both the Advanced Editing and Mathematics Packages. This section includes how to load the Software, select the package you want, and, if using the Advanced Editing Package, how to select the Decimal Tabbing feature.

OVERVIEW

Since the Decimal Tabbing feature is part of both the Advanced Editing Package and the Mathematics Package, you can use those features plus Decimal Tabbing without having to reload the Software to bring the Selective Loader menu back to the screen.

The Decimal Tabbing feature makes it possible to enter decimally aligned columns of numbers by setting coded Tab Sets at the desired location of the decimal point.

This feature also enables you to enter flush-right columns by putting a coded Tab Set at the point where you want the column to end.

You can still use regular tab sets by pressing the TAB SET key. *All* existing tabs are stored automatically upon entering the *program.*

GENERAL STEPS

	Part	Page
• Load Software/Select desired Package.	A	2
• If using the Advanced Editing Package select the Decimal Tabbing feature.	B	3
• Enter decimally aligned columns.	C	5
• Enter flush-right columns.	D	6
• Correct the text.	E	7

In order to perform the Decimal Tabbing function, the 1800 needs special instructions. These instructions are stored on Software/Program diskettes and must be "loaded" into the system.

Operations

1. Insert 1800 Phase II Program diskette into Disc Drive 1 (Power must be On).
2. Trace must be *off*.
3. Press CODE + RCALL.
   a. Characters will flash on the screen indicating that the instructions are loading.
   b. The Vydec Selective Loader menu will appear.

```
**********************************************************
*                                                        *
*              VYDEC SELECTIVE LOADER MENU               *
*                                                        *
**********************************************************



              1.  ADVANCED EDITING PACKAGE

              2.  MATHEMATICS PACKAGE

--------------------------------------------------------

              SELECT PACKAGE (1, 2) : 1
                                      ▲
```

   - The cursor will be at the highlighted 1 next to the instruction SELECT PACKAGE (1, 2) : which appears on the last line of the menu.

4. Enter the number of the package you want at the cursor location.
   a. If you want to use the Advanced Editing Package, you need not type in a new number because the 1 is already indicated.
   b. If you wish to use the Mathematics Package, overstrike the 1 with the number 2.

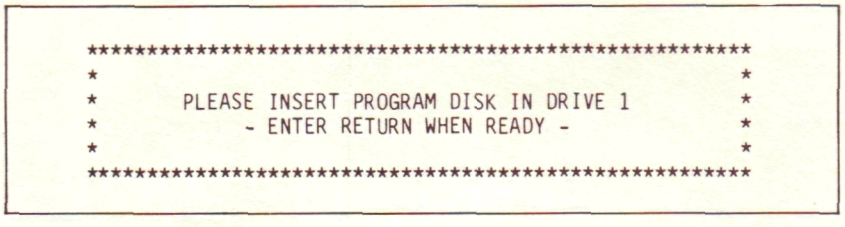
5. Press RETURN or PAGE END.

   a. Several pages of code flash on the screen indicating that the instructions are loading.

      - If you selected the Advanced Editing Package, the menu appears on the screen. (To answer this menu, see Part B.)
      - If you selected the Mathematics Package, a one-line title (MATHEMATICS PACKAGE) quickly moves across the top of the screen. As soon as this title disappears from the screen, you may use the Decimal Tabbing feature.

NOTE: Pressing CODE + RCALL at any time will bring the Selective Loader menu to the screen. This allows you to load a new program at any time.

The Selective Loader menu appears immediately the first time that CODE + RCALL is pressed after Power is turned on. After that, pressing CODE + RCALL will first bring the following message to the screen:



This is simply a reminder to insert the Program diskette into Drive 1. Pressing RETURN after this has been done will cause the Selective Loader menu to appear on the screen.

At that point, proceed with steps 4 and 5 of this section.

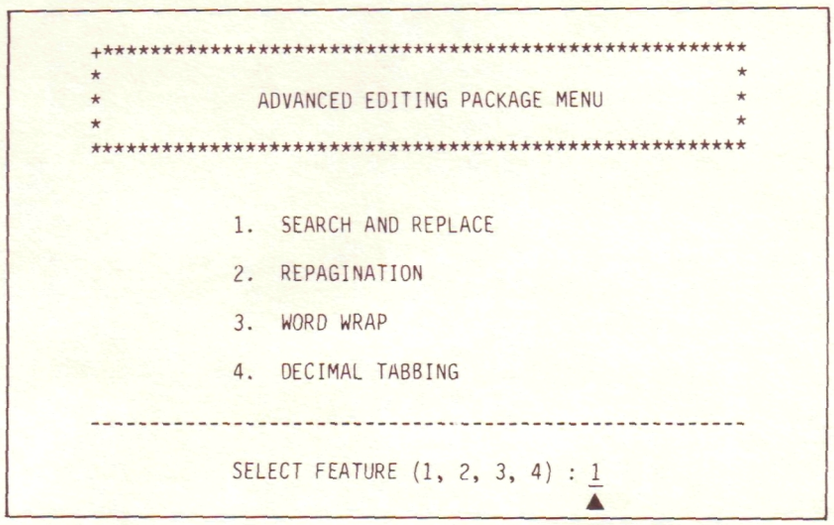
B. ANSWERING THE ADVANCED EDITING PACKAGE MENU

When you select the Advanced Editing Package from the Vydec Selective Loader menu (see Part A for details), the Advanced Editing Package menu comes to the screen. This menu lists the features available on this software package.

Follow the steps below to select the Decimal Tabbing feature.

Operations

1. The cursor will be at the highlighted 1 next to the instruction SELECT FEATURE (1, 2, 3, 4) : which appears on the last line of the menu.



2. Since you want the Decimal Tabbing feature, overstrike the 1 with a 4.
3. Press RETURN or PAGE END.
4. A one-line title (MATHEMATICS PACKAGE) will move across the screen.

Exiting and Re-Entering the Package and Program

Once a specific program is "loaded," it is "resident" in the system. That is, it acts as part of the system until a different program is loaded. You can at all times move back and forth between a selected program and the Word Processing mode. This is called "toggling." When using the Phase II software, the procedures for toggling are slightly different than they are for the Phase I software.

To exit the Advanced Editing or Mathematics Packages, press the STOP button.

To re-enter either Package, press CODE + SHIFT + Escape (◈).

To exit the Decimal Tabbing program, See Part E.

To re-enter the Decimal Tabbing program, press CODE + HOME (↖).

In order to enter decimally aligned columns, you must have selected either the Advanced Editing Package or the Mathematics Package from the Selective Loader menu (Part A).

If you selected the Advanced Editing Package, you must have answered the Advanced Editing Package menu and selected the Decimal Tabbing feature (Part B).

If you selected the Mathematics Package, you did not have to answer a menu to select the Decimal Tabbing feature.

Operations

1. Set decimal tab stops at the appropriate positions. To do this:
   a. Move the cursor to the position(s) where the decimal point is to appear.
   b. At each position, press CODE + TAB SET (▷).
2. Enter column(s) of numbers. To do this:
   a. Trace *must* be *off*.

   NOTE: If Trace is *on*, a message appears as soon as you attempt to enter your first tab:

```
*** PLEASE TURN TRACE OFF ***
```

   b. Press TAB.
      - This moves the cursor to the next tab.
      - The system determines whether this is a regular or decimal tab stop.
      - If this is a decimal tab stop (CODE + TAB SET), this is where the decimal will be.

(CODE + TAB SET)	
(Enter 3)	3 ▲
(Enter 4)	34 ▲
(Enter 7)	347 ▲
(Enter decimal)	347. ▲
(Enter 5)	347.5 ▲
(Enter 6)	347.56 ▲

c. Enter the number.

- The cursor will remain at the decimal tab position.
- Each entered character will shift to the left of the cursor.
- Once you enter the decimal point (period), any other characters you type will enter to the right of that position.

12.45	34.78
126.94	12.14
15.93	932.17
843.29	2.98

d. Repeat steps a through c until all columns of figures have been typed. As you type additional lines in each column, the numbers will align on the decimal point.

NOTE: If you use any of the editing keys, such as BRITE START, BRITE STOP, etc., send the cursor Home before continuing or you will lose the decimal tab stops.

D. ENTERING FLUSH-RIGHT COLUMNS OF TEXT/NUMBERS

In order to enter flush-right columns, you must have selected either the Advanced Editing Package or the Mathematics Package from the Selective Loader menu (Part A).

If you selected the Advanced Editing Package, you must have answered the Advanced Editing Package menu and selected the Decimal Tabbing feature (Part B).

If you selected the Mathematics Package, you did not have to answer a menu to select the Decimal Tabbing feature.

Operations

1. Set coded tab stops at the appropriate positions. To do this:
   a. Move the cursor to the position(s) where the last character in the flush-right column(s) should be.
   b. At each position press CODE + TAB SET (▷).
2. Enter flush-right column(s) of text. To do this:
   a. Trace *must* be *off*.

   NOTE: If Trace is *on*, a message appears as soon as you attempt to enter your first tab:

```
*** PLEASE TURN TRACE OFF ***
```

b. Press TAB.

- This moves the cursor to the next tab.
- The system determines whether this is a regular or coded tab stop.
- If this is a coded tab stop (CODE + TAB SET), this is where the last character of the flush-right column will be.

(CODE + TAB SET)

(Enter N) N▲

(Enter a) Na▲

(Enter m) Nam▲

(Enter e) Name▲

3. Enter text/ number.
   - The cursor will remain at the decimal tab position.
   - Each entered character will shift to the left of the cursor.

4. Once you have entered the last character of text/number, press TAB (to go to the next column) or RETURN.
   - Repeat steps 1-4 until all columns of figures have been typed. As you continue to type, all text/numbers will appear flush right.

Corporate	B-234
Accounting	CD-14
Sales	PQA-127
Marketing	A-12

E. MAKING CORRECTIONS DURING TEXT ENTRY

Pressing any of the following keys will cause the system to exit Decimal Tab.

STOP	ROLL UP
TAB CLEAR	HOME
Cursor Up	CHAR ENTER
Cursor Down	LINE ENTER
Cursor Right	LINE END
Cursor Left	LINE OUT
SINGL SPACE	SAVE
DOUBL SPACE	RCALL

This is important since you may want to use some of these keys to correct your text.

Note that if you move the cursor to overstrike to correct text, you will exit the program.

If you want to enter	378
But have entered	358
CHAR OUT 8	35
CHAR OUT 5	3
Enter 7	37
Enter 8	378

The following procedures explain how to correct a mistake while inputting in the Decimal Tabbing mode.

1. If the mistake is made *before* the decimal is entered, you can use CHAR OUT.
   - Because each number moves to the left of the cursor as it is entered, the cursor may not be on the incorrect character. Do NOT move the cursor to the incorrect character or you will exit the program.
   - Simply press CHAR OUT to delete the last entered character and shift the text to the right one position. Continue pressing CHAR OUT until you delete the incorrect number, then enter the correct number(s) and continue typing.
2. If the mistake is made *after* the decimal is entered, move the cursor to the incorrect character, overstrike it with the correct character (or use CHAR OUT) and proceed to type.

SECTION 5
DECIMAL ALIGNMENT

This Section describes how to use the Decimal Alignment feature of the Mathematics Package to decimally align previously keyboarded text and to move a numeric column horizontally. It includes loading the Software and selecting the Mathematics Package.

OVERVIEW

The Decimal Alignment feature allows you to align numbers on a decimal point. This feature can be used either at the time of entering text or with previously keyboarded text.

GENERAL STEPS

	Part	Page
• Load the Software/ Select the Mathematics Package.	A	2
• Decimally align previously keyboarded text.	B	3

A. LOADING THE SOFTWARE

In order to perform its Decimal Alignment function, the 1800 needs special instructions. These instructions are stored on a Software/Program diskette and must be loaded into the system.

Operations

1 Insert 1800 Phase II Program diskette into Disc Drive 1 (Power must be On).

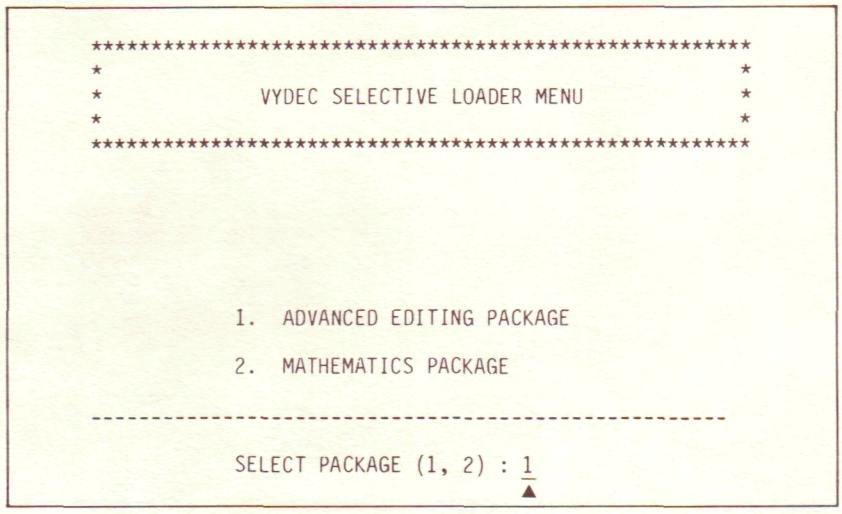
2. Trace must be *off.*

3. Press CODE + RCALL.

   a. Characters will flash on the screen indicating that the instructions are loading.

   b. The Vydec Selective Loader menu will appear.

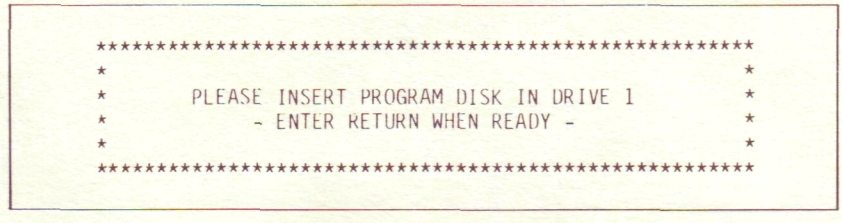
      • The cursor will be at the highlighted 1 next to the instruction SELECT PACKAGE (1, 2) : which appears on the last line of the menu.



4. Since you want the Mathematics package, overstrike the number 1 with a 2.
5. Press RETURN or PAGE END. (This will initiate the loading of the selected program).
   a. Several pages of code flash on the screen, indicating the instructions are loading.
   b. A one-line title (MATHEMATICS PACKAGE) quickly moves across the top of the screen indicating which feature has been selected.
      - As soon as this title disappears from the screen, you may proceed to use the capabilities of the package.

NOTE: Pressing CODE + RCALL at any time will bring the Selective Loader menu to the screen. This allows you to load a new program at any time.

The Selective Loader menu appears immediately the first time that CODE + RCALL is pressed after Power is turned on. After that, pressing CODE + RCALL will first bring the following message to the screen:



This is simply a reminder to insert the Program diskette into Drive 1. Pressing RETURN after this has been done will cause the Selective Loader menu to appear on the screen.

At that point, proceed with steps 4 and 5 of this section.

Exiting and Re-Entering the Package and Program

Once a specific program is "loaded," it is "resident" in the system. That is, it acts as part of the system until a different program is loaded. You can at all times move back and forth between a selected program and the Word Processing mode. This is called "toggling." When using the Phase II Software, the procedures for toggling are slightly different than they are for the Phase I Software.

To exit the Mathematics Package or the Decimal Alignment feature, press the STOP button.

To re-enter the Mathematics Package or the Decimal Alignment feature, press CODE + HOME (↖) or CODE + SHIFT + Escape (⏀).

B. DECIMAL ALIGNMENT

While the Decimal Tabbing feature enables you to decimally align text during entry, the Decimal Alignment feature can be used to align a column of *previously* keyboarded numbers. This feature can also be used to move a column of numbers to the right or left. You can also align a column of numbers on their decimal points. If there are no decimal points, numbers are aligned on the rightmost digit.

As mentioned before, a number of operations in the Mathematics Package require that you identify specific groups of numbers on the screen. To do this you must highlight the area to be aligned.

To use the Decimal Alignment feature, you must have loaded the Software and selected the Mathematics Package.

Operations

1. Move the first figure in the column to the desired position.
2. Define the column to be aligned.
   a. Move the cursor slightly to the left of the upper left-hand corner of the column of numbers. Cursor can be on or above the line containing the first number in the affected area.

▲ 71
333
62
419

   NOTE:

   - An exact location is not absolutely necessary as long as all the numbers in the affected area are to the right of this position.
   - If there is an error in any number, such as a comma in the wrong place or letter instead of a number, the system will ignore the entry.

▲ 71
333
62
419

b. Press CODE + BRITE START (▽).

c. Move the cursor slightly to the right of the last number of the area to be defined. The cursor should be on or below the line containing the last number in the column, and to the right of the rightmost digit.

d. Press CODE + BRITE STOP (△).

- The column you wish to align will appear within a brightened area on the screen.

Once the area has been defined, you may enlarge or decrease the size. To do this:

- Move your cursor to a corner (this may be the upper left-hand corner or the bottom right-hand corner, depending on the area to be changed).

  Press CODE + BRITE START or CODE + BRITE STOP.

The area will be changed as soon as you have done this.

3. Press ADJST MARGN.

   a. The highlighted area is scanned from the left for the first number on each line.

   b. All the numbers are aligned under the decimal point of the first number in the list.

   - The column is adjusted by shifting the numbers left or right as required.
   - If there are no decimal points, numbers are aligned by the implied decimal point to the right of the rightmost figure.
   - Highlighting is removed.

Before operation	After operation
71	71
333	333
62	62
419	419

NOTE: Numbers are not aligned if their alignment would cause them to overwrite text. In this case, the number is moved as close as possible to alignment. Numbers will be moved beyond limits of the defined area, if required.

5. To restore the screen as it was before the operation, enter CODE + PAGE END (▯).

NOTE: If at any time you wish to stop the operation, you can restore the screen to normal by depressing CODE + PAGE END. Once the screen has been restored, the highlighted area can be made again by entering CODE + ADJST MARGN.

SECTION 6
MATHEMATICS FEATURE

This section describes how to use the Mathematics feature to total columns, to multiply two columns of numbers by each other and have the result appear in a third column, and to perform algebraic calculations. It includes loading the Software and selecting the Mathematics Package.

OVERVIEW

This software package provides you with several powerful tools for dealing with numbers. It can act as a four-function calculator (multiplication, division, addition, and subtraction); it can total columns of numbers; and it can do horizontal extension calculations. This means that you can multiply two columns by each other and have the result appear in a third column.

A number of operations in the Mathematics Package require that you identify specific groups of numbers on the screen by highlighting them. Depending on the function you require — whether it be adding columns, doing extension calculations, or using the system's capabilities to calculate expressions — you may need to highlight areas differently. Therefore, the instructions on highlighting areas have been included in the individual sections.

When using the Mathematics feature, you can turn Trace on and off at will. However, certain program functions require that Trace be off. Therefore, a message will come to the screen at such times requesting that Trace be turned off.

GENERAL STEPS

	Part	Page
• Load the Software/ Select the Mathematics Package.	A	2
• Total columns of numbers.	B	3
• Do extension calculations.	C	6
• Do calculator functions.	D	9

In order to perform its Mathematic functions, the 1800 needs special instructions. These instructions are stored on a Software/Program diskette and must be "loaded" into the system.

Operations

1 Insert 1800 Phase II Program diskette into Disc Drive 1 (Power must be On).

2. Trace must be *off*.

3. Press CODE + RCALL.

   a. Characters will flash on the screen indicating that the instructions are loading.

   b. The Vydec Selective Loader menu will appear.

```
**********************************************************
*                                                        *
*              VYDEC SELECTIVE LOADER MENU               *
*                                                        *
**********************************************************




              1.  ADVANCED EDITING PACKAGE

              2.  MATHEMATICS PACKAGE

--------------------------------------------------------

              SELECT PACKAGE (1, 2) : 1
                                      ▲
```

   - The cursor will be at the highlighted 1 next to the instruction SELECT PACKAGE (1, 2) : which appears on the last line of the menu.

4. To select the Mathematics package, overstrike the number 1 with a 2.

5. Press RETURN or PAGE END. (This will initiate the loading of the selected program).

   a. Several pages of code flash on the screen, indicating the instructions are loading.

   b. A one-line title (MATHEMATICS PACKAGE) quickly moves across the top of the screen indicating which feature has been selected.

      - As soon as this title disappears from the screen, you may proceed to use the capabilities of the package.

NOTE: Pressing CODE + RCALL at any time will bring the Selective Loader menu to the screen. This allows you to load a new program at any time.

The Selective Loader menu appears immediately the first time that CODE + RCALL is pressed after Power is turned on. After that, pressing CODE + RCALL will first bring the following message to the screen:

```
**************************************************
*                                                *
*       PLEASE INSERT PROGRAM DISK IN DRIVE 1    *
*            - ENTER RETURN WHEN READY -         *
*                                                *
**************************************************
```

This is simply a reminder to insert the Program diskette into Drive 1. Pressing RETURN after this has been done will cause the Selective Loader menu to appear on the screen.

At that point, proceed with steps 4 and 5 of this section.

Exiting and Re-Entering the Package and Program

Once a specific program is "loaded," it is "resident" in the system. That is, it acts as part of the system until a different program is loaded. You can at all times move back and forth between a selected program and the Word Processing mode. This is called "toggling." When using the Phase II Software, the procedures for toggling are slightly different than they are for the Phase I Software.

To exit the Mathematics Package or Feature, press the STOP button.

To re-enter the Mathematics Package or the Decimal Alignment feature, press CODE + HOME (↖) or CODE + SHIFT + Escape (◈).

B. TOTALING COLUMNS

Using the operations described below, you can add columns of numbers. (The system subtracts by "adding" negative numbers.) As mentioned before, a number of operations in the Mathematics Package require that you identify specific groups of numbers on the screen. To do this you must highlight the column to be added.

The maximum number of characters in each entry is limited to 16 digits excluding all punctuation and other characters. Numbers used during column addition:

- May be preceded and followed by any number of spaces.
- May be negative values indicated by
  - A minus (–) sign to the immediate left of the number, or by
  - Enclosing the number in parentheses.
- May be preceded by a single x, $, @, # or *.

You must have selected the Software and selected the Mathematics Package (Part A).

Operations

1. Define the column to be added.

▲ 35
264
97
116

   a. Move the cursor slightly to the left of the upper left-hand corner of the column of numbers. Cursor should be on the line containing the first number in the column and to the left of the leftmost digit.

      NOTE:

      - An exact location is not absolutely necessary as long as all the numbers in the column to be added are to the right of this position.
      - If there is an error in any number, such as a comma in the wrong place or a letter instead of a number, the system will ignore the entry. Correct by overtyping.

      NOTE: If you make *any* corrections or edit your input in any way, you *must* send the cursor Home before defining the area. This resets the numbers correctly in the system's memory.

   b. Press CODE + BRITE START (▽).

35
264
97
116▲

   c. Move the cursor to the right of the last number of the area to be defined. The cursor should be on the line containing the last number in the column and to the right of the rightmost digit.

   d. Press CODE + BRITE STOP (△).

      - The column you wish to add will be brightened on the screen.
      - If you did not have your cursor in the correct position at the upper left or lower right corner of the column, you can easily redefine the column as follows:

        1) Move the cursor to the correct position at the upper left-hand corner or the bottom right-hand corner, as necessary.

2) Press CODE + BRITE START or CODE + BRITE STOP.

3) The column will again be brightened.

2. Use Cursor Direction keys to position cursor at the location where you want the answer to appear.

   - If you want the answer to be aligned with the other numbers in the column, move the cursor to the left of the decimal tab location, then tab over to the decimal position.

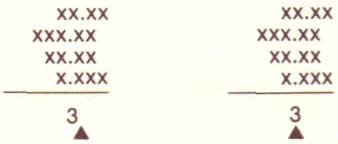


   - If you do not wish to decimally align the answer, place the cursor where you want the leftmost digit of the answer to appear.

     EX: If you want the sum of a column of unit costs to appear in a separate column of total costs for that category:

Group	Item	Unit Cost	Total
Group A	widgets	124	
	wockets	36	
	sprigets	74	
			234
Group B	glibors	398	
	haxons	602	
	forems	184	
	lipons	297	
			1481

   - The program automatically calculates the answer to 2 decimal places even if the numbers within the column extend 3 or more places after the decimal point. If this is sufficient accuracy for your answer, proceed with steps 3-6.



   - If you wish to have more than 2 decimal places in the answer (you can specify from 0-9):

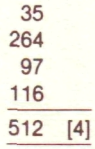
     a. Enter the number of decimal places you wish (0-9) at the position of the decimal point.

     b. Press Cursor Left key to move the cursor back so it is directly under this number.

3. Depress CODE + SHIFT + ?. The answer will appear, calculated to the number of decimal places you specified.

4. A count of the number of items summed is displayed in brackets immediately following this answer.

   This count is used to verify that no entries have been ignored. It must be deleted if not desired.



5. To restore the screen as it was before the operation, enter CODE + PAGE END (▯).

NOTE: If at any time you wish to stop the operation, you can restore the screen to normal by pressing CODE + PAGE END. Once the screen has been restored, the column can be highlighted again by entering CODE + ADJST MARGN.

C. DOING EXTENSION CALCULATIONS

Using the operations described below, you can multiply two columns by each other and have the results appear in a third column. This is useful, for example, when you want to multiply a unit price by the number of units and have the results appear in the third column.

Unit Price	Number of Units	Total Price
$2.00 per box	20 boxes	
$1.30 per dozen	13 dozen	

Or, you might want an hourly wage multiplied by the number of hours. Again, you would want the results to appear in a third column.

Hourly Wage	Number of Hours	Total Wages
$4.23 per hour	14 hours	
$6.21 per hour	7 hours	

As mentioned before, a number of operations in the Mathematics Package require that you identify specific groups of numbers on the screen. To do this you must highlight the number. In this case, the highlighted area includes both columns to be multiplied.

Unit Price	Number of Units
$2.00 per box	20 boxes
$1.30 per dozen	13 dozen

The maximum number of characters in each entry is limited to 16 digits, excluding all punctuation and other characters. Numbers used during extension calculations:

- May be preceded and followed by any number of spaces.
- May be negative values indicated by
  - A minus (–) sign to the immediate left, or by
  - Enclosing the number in parentheses.
- May be preceded by a single ×, @, #, or *.

You must have loaded the Software and selected the Mathematics Package (Part A).

Operations

1. Define columns to be multiplied.
   a. Move the cursor slightly to the left of the upper left-hand corner of the two columns of numbers. Cursor should be on the line containing the first number in the first column.

Unit Price	Number of Units
▲$ 2.00 per box	20 boxes
$ 1.30 per dozen	13 dozen

   NOTE:
   - An exact location is not absolutely necessary as long as all the numbers in the area to be highlighted are to the right of this position.
   - If there is an error in any number, such as a comma in the wrong place or a letter instead of a number, the system will ignore the entry. Correct by overtyping.

   b. Press CODE + BRITE START (▽).
   c. Move the cursor slightly to the right of the last number of the area to be defined – in this case, the two columns to be multiplied. The cursor should be on the line containing the last number in the columns, and to the right of the rightmost digit.

Unit Price	Number of Units
$ 2.00 per box	20 boxes
$ 1.30 per dozen	13 dozen ▲

d. Press CODE + BRITE STOP (⍙).

- The columns you wish to multiply will appear brightened on the screen.
- If you did not have your cursor in the correct position at the upper left or lower right corner of the column, you can easily redefine the columns as follows.

  1) Move your cursor to a corner (this may be the upper left-hand corner or the bottom right-hand corner, depending on the area to be changed).

  2) Press CODE + BRITE START or CODE + BRITE STOP.

  3) The area will be redefined as soon as you have done this.

2. Position the cursor at the top line of the highlighted columns in the location where your third column is to appear.
   - If you wish to decimally align the answer, move the cursor to the left of the decimal tab location, then tab over to the decimal position.
   - If you do not wish to decimally align the answer, place your cursor where the leftmost digit of the answer is to appear.
   - The program automatically calculates the answer to 2 decimal places even if the numbers within the column extend 3 or more places after the decimal point. If this is sufficient accuracy for your answer, proceed with steps 3–6.
   - If you wish to have more than 2 decimal places in the answer (you can specify from 0–9):

     a. Enter the number of decimal places you wish (0–9) at the position of the decimal point.

     b. Press Cursor Left key to move the cursor back so it is directly under this number.

3. Press CODE + SHIFT + =.
4. A new column containing the answers is created on the top line of the highlighted area, at the point where you positioned your cursor. The answer will be calculated to the number of decimal places you specified.

   NOTE: Answers which have more than 16 characters are represented by blinking carets.

5. To restore the screen as it was before the operation, enter CODE + PAGE END (⍓).

   NOTE: If at any time you wish to stop the operation, you can restore the screen to normal by pressing CODE + PAGE END. Once the screen has been restored, the column can be highlighted again by entering CODE + ADJST MARGN.

Using the operations described below, you can perform algebraic calculations on scalar expressions. A scalar expression is a series of numbers and arithmetic signs positioned horizontally. The maximum number of characters in each entry (not expressions) is limited to 16 digits, excluding all punctuation and other sign characters. Numbers used in scalar expressions may have an optional decimal point, sign character, or commas (these commas must be correctly placed when you enter the text).

(175 – 23) × 16 = 2432
16 × 8 + 100 = 198

The system reads multiplication and division first, then addition and subtraction.

All four functions are evaluated from left to right. The operators (arithmetic signs) used in expressions to specify mathematical operations are:

+ Addition
– Subtraction
* Multiplication
/ Division

For example, the expression $-1+4*3/4$ is evaluated as follows:

- Multiply 4*3 ($4 \times 3 = 12$)
- The result is divided by 4 ($12 \div 4 = 3$)
- Add –1 to the result ($3 + [-1] = 2$)

Two signs may not appear next to each other. They must be separated by a digit.

Parentheses may be used to change the order in which the expression is evaluated by the system. Any part of an expression which is enclosed in parentheses is evaluated before any other part of the expression.

For example, the expression $1+2*3$ is evaluated as follows:

- Multiply 2*3 ($2 \times 3 = 6$)
- Add 1 to the result ($6 + 1 = 7$)

However, $(1+2)*3$ is evaluated as:

- Add 1+2 ($1 + 2 = 3$)
- Multiply the result by 3 ($3 \times 3 = 9$)

Internal Constant Symbol	Value
e (natural logarithm)	2.718281828459045
p (π)	3.141592653589793

The system will substitute the value for the letter when it evaluates the expression.

EX: The system will evaluate the expression $3/2+4*p-2$ as $3/2+4*3.141592653589793-2$.

Only the letters "e" and "p" have values. In other words, if you were to enter the same expression with the letter "b" (3/2 + 4*b – 2), the system would not recognize this as an internal constant symbol and would reject the entire expression.

When the system sees an error, the line flashes. Pressing *any* key will cause the line to stop flashing.

To use the Calculator mode, you must have loaded the Software and selected the Mathematics Package (Part A).

Operations

1. Position the cursor on a blank line and enter the scalar expression to be evaluated.
2. Move the cursor to the position where the answer is to appear – on the same line and to the right of the equation. An equal sign will appear at this position, with one space and the answer following it.

   EX: = 9 Not =9

   - The program automatically calculates the answer to 2 decimal places even if the numbers within the column extend 3 or more places after the decimal point. If this is sufficient accuracy for your answer, proceed with steps 3-6.
   - If you wish to have more than 2 decimal places in the answer (you can specify from 0-9):

     a. Enter the number of decimal places you wish (0-9) at the position you want the equal sign (=) to be.

     b. Move the cursor back one space so it is directly under this number.

     EX: 1 + 2*3.5 1
     ▲
3. Press CODE + SHIFT + =.
   - If any errors are found, the line flashes.
   - Pressing *any* key will cause the system to stop flashing.
   - Correct errors by overstriking.
4. An equal sign followed by a space and the answer will appear at the position where cursor was placed.
5. To restore the screen as it was before the operation, enter CODE + PAGE END (▯).

   NOTE: If at any time you wish to stop the operation, you can *restore the screen to normal by pressing* CODE + PAGE END.

REFERENCE DATA

In this section you will find some suggestions for File Management and a list of Default Conditions for each menu question in the Phase I programs. (The Phase II Default Conditions are included in the menus and will appear on the screen.) You will also find Error Messages, their causes and solutions, for each program in both Phase I and Phase II. Included also are separate sections for SAVING/RECALLING a completed menu, a GLOSSARY, and an Index to the entire 1800 Manual.

FILE MANAGEMENT

It is always a good idea to keep a typed list of the discs you are using showing the file and track location of what you have stored on those discs. The following are some suggestions as to how to standardize use of discs.

Input Control Page

The Input Control Page should go on Track a1 of the disc on which the records will be stored. If a list requires more than one disc, duplicate the Input Control Page on Track a1 of each disc for that list.

Select Control Page

Leave Tracks a2-4 free for the Select Control Page. It is a good idea to put the Master Select Control Page on Track a2. This leaves Tracks a3 and a4 free for filled-in Select Control Pages. Done this way, you need never create another master or worry about destroying the one you have.

Index

All records, whether done in Records Processing mode or simple paragraph records, must be indexed. Without an index, the system cannot locate the records. *Whenever* you index records, the index is stored on Tracks b1-3. This is automatic. So never store important text on Tracks b1-3, or it will be overstored when you create the index.

(For more information on Storage, Retrieval, and Recycling of Discs, see Section 7, FILE MANAGEMENT in the 1200/1400 section of the Manual.)

The system uses built-in answers to certain menu questions. These answers are called "Default Conditions." They are answers the system automatically assumes to be correct until you tell it something else.

Below, you will find the Default Condition for each menu question of each program in the Phase I software packages.

Records Processing & Selection by Criteria

1. LIST (SELECTION BY CRITERIA) ?

Default Condition: If you just Return, system assumes list creation.

2. INDEX (DRIVE 1 OR 2) ?

Default Condition: None.

3. INPUT/SELECT CONTROL PAGES ?

Default Condition: System assumes Disc Drive 1, File a.

4. PAGE PAUSE (YES OR NO) ?

Default Condition: If you just Return, system assumes NO.

5. PRINT (P), STORE (S), OR BOTH (B) ?

Default Condition: None.

6. STARTING OUTPUT TRACKS ?

Default Condition: System assumes Disc Drive 1, File a.

7. CHECK FOR OVERSTORE, FRONT PANEL SETTINGS AND RIBBON

Default Condition: There is no answer to this question. You can, however, save the menu, make the check, and recall the completed menu. When you Return, the program function begins.

Document Assembly & Print

1. FIXED TEXT ?

Default Condition: System assumes Disc Drive 1, File a.

2. INDEX (DRIVE 1, 2 OR RETURN) ?

Default Condition: If you just Return, system assumes you are using text that is not in record form, since all records must be indexed.

3. HEADER/FOOTER CONTROL PAGE ?

Default Conditions:

- If you just Return, system assumes there is no Header/ Footer Control Page.
- If you answer, system assumes Disc Drive 1, File a.

4. PRINT (P), STORE (S), OR BOTH (B) ?

Default Condition: If you just Return, system assumes PRINT.

5. STARTING OUTPUT TRACK ?

Default Condition: If you just Return, system assumes that you are not storing text.

6. INTERACTIVE/PAGE PAUSE (YES OR NO) ?

Default Condition: If you just Return, system assumes NO.

7. PAPER SIZE (IN NUMBER OF LINES) ?

Default Condition: System assumes 66 lines. (At 6 lines per inch, standard 11-inch paper could hold 66 lines.)

8. PAGINATION (YES OR NO) ?

Default Condition: If you just Return, system assumes NO.

a. NUMBER OF LINES IN HEADER ?

Default Condition: If you just Return, system assumes zero (0) lines in the header.

b. TEXT LENGTH ?

Default Condition: None.

9. CHECK FOR OVERSTORE, FRONT PANEL SETTINGS AND RIBBON

Default Condition: There is no answer to this question. You can, however, save the menu, make the check, and recall the completed menu. When you Return, the program function begins.

Global Search & Replace/Delete

1. ORIGINAL DOCUMENT(S) ON TRACKS ?

Default Condition: System assumes Disc Drive 1, File a. If you just Return, system assumes the original document takes up the entire disc.

2. STARTING OUTPUT TRACK ?

Default Condition: System assumes Disc Drive 1, File a.

3. GSR CONTROL PAGE ?

Default Condition: System assumes Disc Drive 1, File a.

4. EQUATE UPPER/LOWER CASE (YES OR NO) ?

Default Condition: None.

CHECK FOR OVERSTORE

Default Condition: There is no answer to this question. You can, however, save the menu, make the check, and recal the completed menu. When you Return, the program function begins.

List & Index Creation

1. INDEX (1) OR LIST (2) CREATION ?

Default Condition: If you just Return, system assumes INDEX (1).

2. TRACKS TO BE INDEXED ?

Default Condition: System assumes Disc Drive 1, File a.

If you answer 2, (LIST CREATION) to Question 1:

2. TRACKS TO BE PRE-FORMATTED ?

Default Condition: None.

3. KEY LENGTH (1-64) ?

Default Condition: None.

4. RECORD LENGTH (1-4000) ?

Default Condition: None.

5. NUMBER OF FIELDS (1-50) ?

Default Condition: None..

(Questions 3, 4, and 5 only appear for List Creation.)

If the answer you give to a menu question is incorrect, an Error Message appears in the box at the top of the screen.

Below are listed all the Error Messages possible for each program and what they mean.

Phase I Error Messages

Error Message	Cause	Solution
GLOBAL SEARCH & REPLACE/DELETE		
IMPROPER DISK FILE DESIGNATED	You have entered an incorrect description of drive or file.	Check sequence and commas for correct drive or file description and correct the error.
YES OR NO PLEASE	You have entered a letter other than *y* or *n*, or just Returned.	The only choices possible are *y* or *n*. Correct the answer.
HYPHEN, COMMA OR RETURN	There are extra characters in the answer.	Check for extra characters and correct.
D1 OR D2 ONLY	You have entered characters other than d1 or d2.	These are the only choices available. Correct the answer.
INCORRECT GSR CONTROL PAGE	You have entered an incorrect location for GSR Control Page.	Find and enter the correct location of GSR Control Page.
TOO MANY CHARACTERS AFTER INSERT	The replacement string is so long that one page of text produces more than 1 page and Buffer area combined.	Separate the page into 2 pages first, then do replacement.
IN PLACE GSR CANNOT PRODUCE EXTRA PAGES	Requested string would enlarge text to point that text would be lost if overstored on original.	Store on other tracks.
DISK FAILURE	Could be disc drive problem, bad disc, or bad track.	Check disc and replace, or call your Service Representative.
IMPROPER TRACK(S) DESIGNATED	Control Page on same tracks as original text or designated output track(s).	Check for proper designation and correct.

Phase I Error Messages (continued)

Error Message	Cause	Solution
DOCUMENT ASSEMBLY & PRINT		
IMPROPER DISK FILE DESIGNATED	You have entered an incorrect description of drive or file.	Check sequence and commas for correct drive or file description and correct the error.
P, S, OR B PLEASE	You have entered some other character or just Returned.	P, S, or B are the only choices available. Overstrike or enter the correct answer.
YES OR NO PLEASE	You have entered some other character or just Returned.	The only choices available are *y* or *n*. Overstrike or enter the correct answer.
NUMBER BETWEEN 3 AND 99 ONLY	Paper size can be no shorter than 3 and no longer than 99.	Enter the correct number.
NUMBER SHOULD NOT EXCEED 64	Header cannot exceed 64 lines.	If Header is longer than 64 lines, shorten it. If not, correct the answer.
CONFLICT BETWEEN PAGINATION AND PAGE LENGTHS	Text length is greater than page length, or text length plus Header greater than page length.	Check these lengths and enter a number that does not exceed page length.
D1 OR D2 ONLY	You have entered characters other than d1 or d2.	These are the only choices available. Correct the answer.
HYPHEN, COMMA OR RETURN	There are extra characters in the answer.	Check for extra characters and correct.
TRACKS B1-3 NOT ALLOWED	If use of index is indicated on menu, Tracks b1-3 are protected and cannot be requested as output tracks.	Select other output tracks.
RECORD NOT FOUND	Record requested on Fixed Text Page either not on index or not on list.	Check file and track designation for error and correct.
FIELD NOT FOUND	Field requested on Fixed Text Page not found in record .	Check the Input Control Page for the correct field.
PAGE OVERFLOW	Header/Footer cannot exceed 750 characters including Returns.	Modify number of characters on Header/Footer Control Page so they do not exceed 750.
1 OR 2 PLEASE	You have entered a number other than 1 or 2.	You must answer the question with either a 1 or 2.

Error Message	Cause	Solution
DISK FAILURE	Could be disc drive problem, bad disc, or bad track.	Check disc and replace or call your Service Representative.
IMPROPER TRACK(S) DESIGNATED	You have entered an incorrect track designation.	Check sequence and commas for correct track description and correct.
OUTPUT OVERFLOW	Repagination requested exceeds 4,000 characters, so text length plus Header and Footer exceeds page length.	Check the text length and add page breaks where necessary.
RECORDS PROCESSING & SELECTION BY CRITERIA		
IMPROPER DISK FILE DESIGNATED	You have entered an incorrect description of drive or file.	Check for proper listing, sequence, and commas. Enter track(s) description.
YES OR NO PLEASE	You have entered some other character.	Only these choices are available. Correct the answer.
P, S, OR B PLEASE	You have entered some other character.	Only these choices are available. Correct the answer.
HYPHEN, COMMA OR RETURN	There are extra characters in the answer.	Check for extra characters and correct.
D1 OR D2 ONLY	You have entered an incorrect drive description.	Check the answers and correct.
INVALID KEY LENGTH	Response to R&2 on Input Control Page contained the wrong number of characters for records indexed on that list.	Return and the Control Page will reappear with cursor positioned at R&2. Correct the response.
INDEX WITH VARIABLE LENGTH KEYS	You tried to use a Record Key with a length different from those in the index or you have used the wrong index for your list.	Record Key in the index must contain same number of characters as the key in the record. Correct the Record Key or use correct index.
CHECK CONTROL PAGE OR LIST	The Record Key does not match either the Control Page or the list, so you are using the wrong Control Page or the wrong list.	Check for correct Control Page and list.
INVALID RESPONSE	The response you entered for R&3 on Input Control Page is other than u, i, d, or RETURN.	CHAR OUT the answer and correct. Do not space over.

Phase I Error Messages (continued)

Error Message	Cause	Solution
TRACKS B1-3 NOT ALLOWED	If use of index is indicated on menu, Tracks b1-3 are protected and cannot be requested as output tracks.	Select other output tracks.
LIST FULL	Either index or list contains no blank records.	Start a new disc.
LIST/INDEX INCONSISTENCY	Index contains Record Key but list has not reindexed the record after changing or deleting it.	Find the Record Key in the index and correct it.
DISK FAILURE	Could be disc drive problem, bad disc, or bad track.	Check disc and replace or call your Service Representative.
IN YOUR CONTROL PAGE	Your Input Control Page has an error.	Check Control Page for proper format.
IMPROPER TRACK(S) DESIGNATED	You have entered an incorrect track description.	Check sequence and commas for correct track description and correct.
OUTPUT OVERFLOW	Can occur if output was requested for same disc as one containing index, if disc full.	Select new output tracks.
CONTROL PAGE DESTROYED	A field was exceeded and slash marks (///) were overtyped.	After message, previous field is re-stored with cursor positioned to field. Rekeyboard and Return to next field.
INDEX & LIST CREATION		
SPECIFY INDEX OR LIST CREATION	You have entered a number other than 1 or 2.	You must answer the question with either a 1 or 2.
IMPROPER DISK FILE DESIGNATED	You have entered an incorrect description of drive or file.	Check for proper listing, sequence, and commas. Enter correct disc number or file.
HYPHEN, COMMA OR RETURN	You have entered extra characters in your answer.	Check for extra characters.
1 OR 2 PLEASE	You have entered a number other than 1 or 2.	These are the only possible answers.
DISK FAILURE	Could be disc drive problem, bad disc, or bad track.	Check disc and replace, or call your Service Representative.
IMPROPER TRACK(S) DESIGNATED	You have entered an incorrect track description.	Check sequence and commas for correct track description and correct.

Error Message	Cause	Solution
LOADING SOFTWARE		
LOAD ERROR	Software does not load properly.	Reload.
OPTION NOT AVAILABLE	Trying to load Software without 1800 hardware.	
SEARCH/REPLACE		
PROGRAM TERMINATED DUE TO A		
• DISK READ ERROR	Cannot read text to screen. May be bad disc.	Repeat action. If it still doesn't work, use another disc.
• DISK WRITE ERROR	Cannot store on disc. May be bad disc.	Repeat action. If it still doesn't work, use another disc.
DRIVE	You have not entered drive number in menu.	Indicate the drive.
TRACK	You have not entered track number in menu.	Indicate the track.
INVALID TRACK SELECTION	You have entered an incorrect track designation.	Check the numbers and commas and correct.
INVALID MENU	The system has noted an error after the menu scan.	Check answers and correct.
SEARCH STRING MAY NOT BE EMPTY	You have not filled in the search string.	Fill in the search string.
REPAGINATION		
PROGRAM TERMINATED DUE TO A		
• DISK READ ERROR	Cannot read text to screen. May be a bad disc.	Repeat action. If it still doesn't work, use another disc.
• DISK WRITE ERROR	Cannot store on disc. May be a bad disc.	Repeat action. If it still doesn't work, use another disc.
DRIVE	You have not entered drive number in menu.	Indicate the drive.

Phase II Error Messages (continued)

Error Message	Cause	Solution
TRACK	You have not entered track number in menu.	Indicate the track.
RESPONSE MUST BE '1', '1.5', OR '2'	You have not answered LINE SPACING? question in menu.	Indicate correct line spacing.
RESPONSE MUST BE IN THE RANGE	You have entered an incorrect text length or paper length.	Enter the correct length.
INVALID TRACK SELECTION	You have entered an incorrect track designation.	Check the numbers and commas and correct.
TEXT LENGTH IS TOO LARGE	Length exceeds 64 lines.	Enter correct text length.
HEADER/FOOTER EXCEEDS PAPER LENGTH	You have indicated a Header and/or Footer length too long for paper length given.	Enter correct length.
INVALID HEADER/FOOTER CONTROL PAGE	You have indicated an incorrect location for the Header/Footer Control Page.	Enter correct location.
REPAGINATION TERMINATED IN ERROR STATE		
• TOO MANY SUPERS IN PROTECTED BLOCK	Superscripts would cause part of the protected block to extend above the protected area.	Revise text. Restart Repagination.
• PAGE EXCEEDS SCREEN CAPACITY	Header/Footer + Text exceed 64 lines.	Shorten either one or both. Restart Repagination.
• IMPROPER PLACEMENT OF BRITE STOP	Brite stop does not follow a Return.	CHAR ENTER a Return. Restart Repagination.
• PROTECTED BLOCK EXCEEDS TEXT LENGTH	A protected block is too large to fit on the page. (May start too far down the page.)	Revise text. Restart Repagination.

SAVING/RECALLING A MENU

This section explains how to save a completed menu so it can be recalled for later use.

TO SAVE AND RECALL A MENU

To eliminate having to fill out the menu each time a procedure must be done, it is sometimes helpful to store or save the completed menu. This is especially true with the longer menus. One example would be when you wish to change the criteria on your Select Control Page when creating sublists. By storing the Records Processing (RP) menu, you can change the criteria on the Select Control Page and not have to fill out the Records Processing menu again. Just recall the RP menu to the screen and begin creating your sublist. The following paragraphs explain the procedures involved.

Operations

SAVING THE MENU

1. Load the Software (CODE + RCALL).
2. Select the program you need from the Selection Program (Phase I) or Selective Loader (Phase II) menu (CODE + SHIFT + Escape [◈])

   (See Loading the Software in the section for your program for complete directions.)
3. Complete answering the menu questions.
   a. Do *not* press RETURN after the last question is answered.
   b. Send the cursor Home instead.
   c. Save or store the completed menu.
4. If you decide to proceed with the program function at this time, press RETURN.
5. The complete program will be executed.

RECALLING THE MENU

1. Load the Software, if not already loaded (CODE + RCALL).
2. Select the program you need from the Selection Program (Phase I) or Selective Loader (Phase II) menu if it is not already loaded (CODE + SHIFT + Escape).

3. If in Word Processing mode, toggle into the program (CODE + SHIFT + Escape).
   - The first menu question for that program appears on screen.
4. Clear the screen (use PAGE END or ROLL UP).
   - You are still in the selected program mode.
   - The cursor should be Home.
5. Read or recall the prestored menu. (The cursor will be at the end of the last question.)
6. Position cursor at left margin of first question.
7. Return through the menu to the last question.
   a. Each time you press RETURN, the cursor will move to the beginning of the answer to the next completed question; you will not have to answer the question again.
   b. You can, however, change any of the answers you wish without having to re-enter answers for the entire menu.
8. Before entering the Return for the last question, recheck your answers, make sure the system is ready to begin the operation, then press RETURN. The operation will begin.

GLOSSARY

The following pages contain definitions for the technical terms used in the Manual. Be sure to refer to it whenever you do not fully understand a word.

Columnar Text

Text that is arranged in vertical columns (such as for tables and charts).

Criteria

Standards or characteristics by which something is judged.

Data base

A combination of all stored lists.

Default Conditions

The system uses built-in answers to certain menu questions. These answers are called "Default Conditions." They are answers the system automatically assumes to be correct, unless you tell it something else.

EX: A menu question asks for disc drive, file, and tracks. The system assumes Disc Drive 1 and File a unless you specifically enter d2 (drive 2) or the letter "b" before a track number. So d2,b4 means Drive 2, File b, Track 4. but just the number 4 means Drive 1, File a, Track 4.

Discretionary Hyphens

Temporary hyphens inserted anywhere in the text at the "discretion" of the operator. Discretionary hyphens may be inserted in words when text is stored in wraparound. This controls where words will be divided, if necessary, during remargination. Discretionary hyphenation is usually used with boilerplate paragraphs which must be reprinted again and again, but with different margins. If the hyphen is not required, it is deleted by the system.

Double Spacing

R + & acts as a signal for double spacing. When the system sees R& in Fixed Text Pages, it begins to double whatever spacing the printer is set for.

EX: If the Printer Line Spacing is set at 1, R& will cause the system to double space. If line spacing is set at 1.5, R& will cause the system to triple space. If line spacing is set at 2, R& will cause the system to quadruple space.

When the system sees R& again, it will return to the original spacing.

Expression

An expression is a combination of numbers and arithmetic symbols (* / + −).

EX: $2 + 3 * \frac{6}{2}$

A scalar expression is one that is positioned in a horizontal line.

EX: 2 + 3 * (6/2)

Field

Any of the smaller pieces of information that go into a record. On the 1800, the fields in a record are separated from each other by double slash marks (//). In the example of a record below, there are 4 fields:

John Smith//1122 Alden Drive//Pilgrim, Mass.//21000//

A field may have as few as 1 character or as many as 96. (In other words, a field must fit on one line of the screen.) There may be as few as 1 field, or up to 50 fields within a record. The total number of characters in all fields in a record must not be more than 4,000.

Fixed Text

Generally, fixed text is text which is not made up of records and fields. However, there are three distinct types of fixed text.

The first type can be any kind of document that requires the addition of variable text.

EX:

- A letter that requires an internal address.
- A pre-printed form that requires the insertion of names, dates, or figures.

Each of these examples might use records or fields to fill in the variable data.

The second type of fixed text may contain very little actual text. Instead, it is a series of "requests," or coded signals. These requests are used to call specific information from records and fields.

The third type of fixed text is simply a standard document that needs to be marginated, repaginated, merged with Headers and Footers, and/or have its pages numbered.

Fixed Text Page

A Fixed Text Page is a series of requests for the Document Assembly & Print operation. It can contain information about:

- Variables (whether from records created in Records Processing or not).
- Which paragraph records to select.
- The order or position for the fixed text or variable.

Footer

A Footer is any text or repetitive information that comes at the bottom of each page in a document. A Footer may also contain a page number. Footers require the use of a Header/Footer Control Page.

Header

A Header is any text or repetitive information that comes at the top of each page in a document. A Header may also contain a page number. Headers require the use of a Header/Footer Control Page.

Index

The index is a "table of contents" of all the Record Keys in a list and their location on the disc. Records are indexed automatically when you use the List & Index program. The index for each list is automatically stored on File b, Tracks 1-3 of the disc for the list. The Index will list each record with a coded "disc address" for that record. The 1800 system uses the index to locate each record rapidly and accurately. If for any reason you change or delete a Record Key, the index automatically changes, to keep up-to-date.

Input Control Page

The Control Page that describes the format of fields for all records on the same list.

Interactive

If you answer YES to Question 6 on the Document Assembly menu, you can use the Interactive Mode feature. This allows you to do work in Word Processing mode *while* an assembled document is printed out. Once printout is complete, you must store your Word Processing work and toggle back into Document Assembly so that the next document page may be assembled and printed.

Key

A symbol or code used to identify something. In this case, it identifies the name of a record.

List

A group of records, all about one subject. For example, all the records of your company's employees would be a list. So would all the records of your company's clients make one list.

Margination

This is the ability of the Document Assembly & Print program to automatically marginate fixed text or paragraph records by using coded Bell Sets.

Menu

A menu is a list of items. The Selection Program menu in Phase I and the Selective Loader Program menu in Phase II each consists of a list of the programs you can choose from. A program menu consists of the questions to be answered so the system can perform its operations.

Menu Scan

Before beginning any Phase II function, the system "scans," or looks through the completed menu to see if it is answered correctly. If not, an error message appears and the cursor moves to the question needing correction.

Operator

In the Mathematics feature of the Phase II Software, an operator is the symbol that tells the system whether to multiply (*), divide (/), add (+), or subtract (–).

Package

A package is a group of programs. On Phase II, the Advanced Editing Package includes Search and Replace, Repagination, Word Wrap, and Automatic Decimal Tabbing. The Mathematics Package also includes Automatic Decimal Tabbing as well as the Mathematics feature (calculations) and Automatic Decimal Alignment.

Page Numbering

The 1800 can automatically insert page numbers at the top or bottom of a page of text. This requires a Header/Footer Control Page and can be done using the Document Assembly & Print operation (Phase I) or the Repagination feature (Phase II).

Paragraph Assembly

This term describes the process of taking standard, boilerplate paragraphs and assembling them in any desired order to make unique documents. Paragraphs used by the Document Assembly program must be in record form, i.e., each paragraph record must have a Record Key and Identifier; a Skip Code at the end of the paragraph; and a field terminator—two slashes (//)—after the Skip Code.

Program

This is a set of instructions given to the system so it will automatically perform certain functions.

Record

Information about one specific part of a list. For example, in a list about employees, one record might contain:

Employee name
Home Address
Telephone number
Age
Job title
Job address
Job telephone
Salary
Etc.

A record may contain up to 4,000 characters, including up to 50 "pieces" of information, such as name, address, age, etc. Each of these pieces of information in a record is called a field. Each record in a list has the same number of fields as all the other records in the same list.

Record Key

An alphanumeric code that identifies each record in a list. The Record Key may be up to 64 characters long, but may not contain spaces, exclamation points (!), or ampersands (&). The length of the Record Key must be the same for all entries in the same list. It may be determined by the number of records in the list. If you have 1,000 records, you must have at least 4 characters in your Record Key (e.g., 0001-1000) if you identify the records numerically. Record Keys may be based on previously existing identification numbers, such as employee numbers, vendor numbers, inventory numbers, etc.

Record Key Identifier

This is the exclamation point (!) that precedes the Record Key. It tells the system that the alphanumeric code following it is a Record Key.

R&

R + & acts as a toggle switch for double spacing. When the system sees R& the first time in a Fixed Text Page, it begins to double whatever spacing the printer is set for.

EX: If Printer Line Spacing is set at 1, R& will cause the system to double space. If line spacing is set at 1.5, R& will cause the system to triple space. If line spacing is set at 2, R& will cause the system to quadruple space.

When the system sees R& again, it will return to the original spacing.

Records Processing

The ability to set up lists of information by creating records on the same topic. You may then look through the records in a list for specific facts, take specific information from each record, and use the information for printing various letters or documents.

Repeat Codes

These codes are put on the Fixed Text Page. Repeat Codes tell the 1800 which page of fixed text to use for the next Document Assembly operation.

R↖ R + ↖ (CODE + HOME) tells the system to repeat the same page of fixed text.

When printing a one-page mailing in which the variables are name and address, R↖ (CODE + HOME) tells the 1800 to use the same Fixed Text Page again. The variables (fields) from the next desired record will be inserted.

R↖ 2 R + ↖ , (CODE + HOME) + 2 tells the system that there are 2 pages of fixed text to the document. The system will "back up" two pages in order to begin the next Document Assembly operation on the first page. You may have any number of pages up to 60.

Request Codes

The Request Codes for Document Assembly are used to call records and fields (variables) into position in a document (fixed text). The codes are entered on the Fixed Text Pages. Note that Request Codes can only be used with an indexed list. Below is a list of all the Request Codes currently in use in Document Assembly.

R!0089 *R + ! + Record Key.* This requests the record with the Record Key 0089. The first field of that record (field 01) will automatically print on the screen.

//!4 *// + ! + 4.* This requests field four (04) of the same record.

R! *R + !.* This requests the next record on the list. (If the last record was 0089, the R! Request Code would call 0090 to the screen.) Once again, the first field prints automatically.

If R! is the first Request Code in the fixed text, it requests the *first record* on the list.

// // requests the next field in the same record.

EX: Record 703-21 has two fields.

- Field 01 shows a part number.
- Field 02 shows price of the part.

To print part number and price on an order form, set up the form as fixed text and insert the Request Codes.

R!703-21
Part #: //!01
Price: //

R!! *R + ! + !.* This requests same record again, with first field (01) printing again.

The symbol ↖ (CODE + HOME) at the end of a record request stops the first field from automatically printing.

This is useful when the first field in your records is an account number, social security number, etc., and you want to begin a letter with the information contained in the second field (name, internal address, etc.)

R!0098↖ R!0098↖ requests record 0098 with no field 01 automatically printing.

R!↖ R!↖ requests next record with no field 01 automatically printing.

R!!↖ R!!↖ requests same record again with no field 01 automatically printing.

Select Control Page

A modified form of the Input Control Page. It tells the system which criteria to look for and select in a record.

Selection by Criteria

When creating sublists of records created in Records Processing, you may use as many criteria as there are fields in your records. If you have 20 fields in your records, you may create a sublist based on 20 criteria.

For example, if you have a list of pilots in Ohio, you might make a sublist of pilots in Akron. Or you might make a sublist of pilots in Akron based on age, height, weight, occupation, salary, etc., as long as each of those is a field in each record.

Selective Duplication

This is the ability of the machine to create sublists of any records in a list without changing the original list.

Selective Loader Menu

When you press CODE + RCALL using Phase II Software, the Selective Loader Menu appears on the screen. This allows you to choose which package (Advanced Editing or Mathematics) you want to use.

Selection Program Menu

This is the list of the four Phase I programs that appears on the screen when the Software is loaded (CODE + RCALL).

Sublist

A smaller list made up of records "pulled" from an original list.

Switch Code

A Switch Code is 2 slash marks (//) that are entered in paragraph records. They tell the system where to insert the variable information from the Fixed Text Page during Paragraph Assembly.

Toggle

The ability to move back and forth between an 1800 program and Word Processing mode at any time. To toggle while using the Phase I Software, press CODE + SHIFT + Escape (⏀). To toggle while using the Phase II Software, press the STOP button.

Variable

A variable is a piece of text that changes. For example, if you were doing a mass mailing using a form letter, the body of the letter would be the same for each one. However, the name and addresses would be different for each one. These names and addresses are the variables.

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